

NEVER GIVE UP!

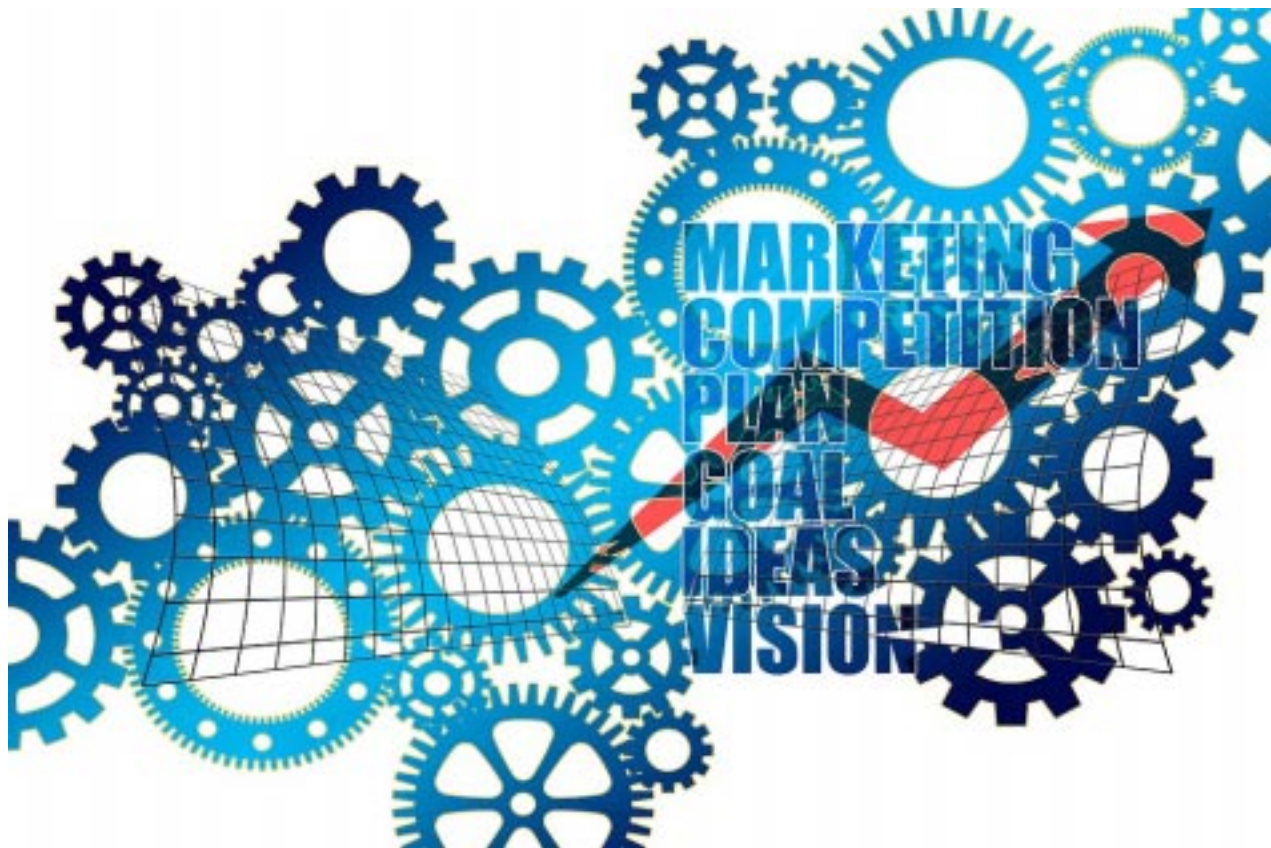
INNOVATION
SALES
PERFORMANCE
OPPORTUNITIES
MARKETING
PLAN
IDEAS
COMPETITION
BUSINESS



CUSTOMER
VENTURE
TEAMWORK
TEAM
SUPPORT
STRATEGY
PROFIT
GOALS

**If Your First Plan
Doesn't Work...
TRY SOMETHING ELSE!**





Building a successful business in the comfort and safety of your own home doesn't require any great magic formula or any particular special skills. It does require a desire to succeed and a sense of stick-to-it-tivity not found in a job where you work for someone else.

You are the boss. The decisions you will make as you build and organize your home business are yours alone, and how you arrange and divide your time and energy will determine whether or not your business will grow and succeed or if it will fail.

The first step is to have an idea. The second step is to develop your idea into a viable business that will provide you and your family with an income for life when other people are losing their jobs as businesses downsize.

This book will provide you with some really good ideas.

But remember: If your first great idea doesn't work out the way you planned...DON'T GIVE UP...TRY SOMETHING ELSE!

NEVER GIVE UP!

BOOK SEVEN

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16 Ways You Can Make Money Collecting Things In Woods And On Beaches

Collect in the woods:

1. Mushrooms
2. Weed seeds, buds, cones, etc., for making “nature jewelry”
3. Flowers useful for drying
4. Weeds to be dried and used in flower arrangements
5. Butterflies
6. The giant scarab beetles
7. Pine cones, to be treated with chemicals for use in a fireplace
8. Bonsai trees
9. Specially formed branches of small trees to be made into canes
10. Elk antlers
11. Indian relics
12. Gold from rivers

Collect on the beach:

13. Seaweed
14. Driftwood
15. Semiprecious stones
16. Rocks in gardens

25 Ways To Make Money Breeding Animals, Birds, Fish, Insects And Worms

Raising:

1. Rabbits
2. Chinchillas
3. Guinea pigs
4. Mice
5. Rats
6. Dogs
7. Siamese cats
8. Hamsters
9. Samoyed dogs for wool
10. Angora rabbits for wool
11. Mink farming

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12. Frog farming

Raising birds:

13. Wild quails

14. Pheasants

15. Wild geese

16. Chinese geese

17. Bahama pintail

18. Squab farming

19. Singing canaries

Breeding fish:

20. Salmon

21. Trout

22. Tropical fish

23. Fighting fish

24. Minnows

Breeding worms:

25. Earthworms

Thirty Gas Saving Tips

The surest way you can improve your fuel cost problem is to change your motor-ing habits. Listed below under four categories are 30 effective methods of doing so... no need to buy expensive add-on equipment.

ENGINE WARM-UP

1. Avoid prolonged warming up of engine, even on cold mornings -30 to 45 seconds is plenty of time.

2. Be sure the automatic choke is disengaged after engine warm up... chokes often get stuck, resulting in bad gas/air mixture.

3. Don't start and stop engine needlessly. Idling your engine for one minute consumes the gas amount equivalent to when you start the engine.

4. Avoid "revving" the engine, especially just before you switch the engine off; this wastes fuel needlessly and washes oil down from the inside cylinder walls, owing to loss of oil pressure.

5. Eliminate jackrabbit starts. Accelerate slowly when starting from dead stop. Don't push pedal down more than 1/4 of the total foot travel. This allows carburetor to function at peak efficiency.

HOW TO BUY GASOLINE

6. Buy gasoline during coolest time of day - early morning or late evening is best. During these times gasoline is densest. Keep in mind - gas pumps measure volumes of gasoline, not densities of fuel concentration. You are charged according to "volume of measurement".

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7. Choose type and brand of gasoline carefully. Certain brands provide you with greater economy because of better quality. Use the brands which “seem” most beneficial.

8. Avoid filling gas tank to top. Overfilling results in sloshing over and out of tank. Never fill gas tank past the first “click” of fuel nozzle, if nozzle is automatic.

HOW TO DRIVE ECONOMICALLY

9. Exceeding 40 mph forces your auto to overcome tremendous wind resistance.

10. Never exceed legal speed limit. Primarily they are set for your traveling safety, however better gas efficiency also occurs. Traveling at 55 mph give you up to 21% better mileage when compared to former legal speed limits of 65 mph and 70 mph.

11. Traveling at fast rates in low gears can consume up to 45% more fuel than is needed.

12. Manual shift driven cars allow you to change to highest gear as soon as possible, thereby letting you save gas if you “nurse it along”. However, if you cause the engine to “bog down”, premature wearing of engine parts occurs.

13. Keep windows closed when traveling at highway speeds. Open windows cause air drag, reducing your mileage by 10%.

14. Drive steadily. Slowing down or speeding up wastes fuel. Also avoid tailgating - the driver in front of you is unpredictable. Not only is it unsafe, but it affects your economy, if he slows down unexpectedly.

15. Think ahead when approaching hills. If you accelerate, do it before you reach the hill, not while you’re on it.

GENERAL ADVICE

16. Do not rest left foot on floor board pedals while driving. The slightest pressure puts “mechanical drag” on components, wearing them down prematurely. This “dragging” also demands additional fuel usage.

17. Avoid rough roads whenever possible, because dirt or gravel rob you of up to 30% of your gas mileage.

18. Use alternate roads when safer, shorter, straighter. Compare traveling distance differences - remember that corners, curves and lane jumping requires extra gas. The shortest distance between two points is always straight.

19. Stoplights are usually timed for your motoring advantage. By traveling steadily at the legal speed limit you boost your chances of having the “green light” all the way.

20. Automatic transmissions should be allowed to cool down when your car is idling at a standstill, e.g. railroad crossings, long traffic lights, etc. Place gear into neutral position. This reduces transmission strain and allows transmission to cool.

21. Park car so that you can later begin to travel in forward gear; avoid reverse gear maneuvers to save gas.

22. Regular tune-ups ensure best economy; check owner’s manual for recommended maintenance intervals. Special attention should be given to maintaining clean air filters... diminished air flow increases gas waste.

23. Inspect suspension and chassis parts for occasional misalignment. Bent wheels,

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axles, bad shocks, broken springs, etc. create engine drag and are unsafe at high traveling speeds.

24. Remove snow tires during good weather seasons; traveling on deep tire tread really robs fuel!

25. Inflate all tires to maximum limit. Each tire should be periodically spun, balanced and checked for out-of-round. When shopping for new tires, get large diameter tires for rear wheels. Radial designs are the recognized fuel-savers; check manufacturer's specifications for maximum tire pressures.

26. Remove vinyl tops - they cause air drag. Rough surfaces disturb otherwise smooth air flow around a car's body. Bear in mind when buying new cars that a fancy sun roof helps disturb smooth air flow (and mileage).

27. Auto air conditioners can reduce fuel economy by 10% to 20%. Heater fan, power windows and seats increase engine load; the more load on your engine, the less miles per gallon.

28. Remove excess weight from trunk or inside of car - extra tires, back seats, unnecessary heavy parts. Extra weight reduces mileage, especially when driving up inclines.

29. Car pools reduce travel monotony and gas expense - all riders chip in to help you buy. Conversation helps to keep the driver alert. Pooling also reduces traffic congestion, gives the driver easier maneuverability and greater "steady speed" economy. For best results, distribute passenger weight evenly throughout car.

30. During cold weather watch for icicles frozen to car frame. Up to 100 lbs. can be quickly accumulated! Unremoved snow and ice cause tremendous wind resistance. Warm water thrown on (or hosed on) will eliminate it fast.

EXTRA TIPS

Install pressure regulator valve (sold in auto parts stores)... Use graphite motor oil... Beware of oil additives, regardless of advertising claims... Add Marvel Mystery Oil into gas fill-ups... Investigate fuel/water injection methods and products... combine short errands into one trip... Use special gas additives to prevent winter freezing of gas lines... convert your V8 engine over to a V4 - no special kits needed!!!

How To Make Money With Your Hobby

Millions of people all over the world collect stamps as a hobby, and the number is growing every day.

It is indeed an exciting and rewarding hobby, and it can also be extremely profitable.

The price of stamps vary with supply and demand due to the number of collectors increasing. The price of stamps is steadily rising, as the supply of stamps diminishes and more people want to acquire them.

Most people start a collection for the pleasure and education just like any other hobby, but this hobby offers a financial reward as well, as collections experience a steady increase over the years.

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It is possible to start your own business if you are experienced, and already have a good size collection. For information about becoming a dealer, write to the

American Stamp Dealer's Association 147 W 42nd Street, New York, NY 10036.

HOW TO START:

Some people very early in life collect stamps, it often begins as a gift of a small package of stamps given to a child, and the child becomes a collector for life. As the collection grows, some tools become essential:

* Stamp album * Hinges * Magnifying glass and tongs

They can be obtained from a stationary store or your local stamp dealer.

You can find albums at any price, starting from about \$5.00 to the most expensive one at about \$200.00.

Stamps Should always be handled carefully, because the condition is a very important factor to determine the price of resale value.

The various grades of stamps are: mint, very fine, fine, good and poor.

Specimen in outstanding condition often sell at many times their catalog value, which is the reason not to mishandle any stamp, which could drastically reduce their value.

If you want to know if you have valuable stamps in your collection and are really serious about pursuing this hobby, you can buy the Scot's Standard Postage Stamp catalog which lists every stamp in the world. This is a three volume encyclopedia and is the complete reference. You can also consult it at your local library if you don't want to go into the expense for the time being.

To start your collection, ask everybody you know to save you stamps they get from different countries, also go through old letters and small boxes hidden in your attic, chances are that you will be surprised to see how much you can find. Other cheap sources of supply are flea markets and garage sales. Start swapping when you have doubles. There are many philatelic clubs all over the country and it would be very advisable for a serious collector to belong to one. This way you will become educated in this field and learn everything you can before you spend money on your collection. Stamp clubs also provide their members with possibilities to exchange and sell your stamps.

You should also read as much as you can about stamps by subscribing to a philatelic magazine.

WHERE TO SELL YOUR STAMPS:

Stamps are like any other commodity, you can always go to a dealer who will offer you the current wholesale value of your stamps, but you can do much better by selling to other stamp collectors by advertising in magazines and newspapers specialized in stamp collecting.

Check several current issues of those magazines, it will enable you to compare the ads with what you have to offer.

If you want to buy stamps as an investment, try to buy few moderately expensive stamps a year. Always buy quality instead of quantity, and diversify, do not invest heavily in a single area.

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It is our opinion that stamp collecting is one of the best ways—and safest—to keep up with inflation.

Easy Work For Auto Buffs

If you're a tinkerer with a yen for fixing cars, you can easily turn your love of tinkering into a profitable sideline by offering your talents to less knowledgeable car owners. You can do this in one of several ways. You can do fast fix-up work for people trying to sell their cars, be a specialist on specific models of cars, do mobile tune-ups or start a backyard car lot.

If you do this work for fun anyway, you'll find this is a most rewarding way spend your free hours, and if you can diversify, advertise well and build up a good clientele, you can operate a car-services business out of your own home and make a good living wage.

Tidy-Car (TM) has turned the first idea into a highly successful franchise operation. It's not difficult to understand why. Armed with only a powerful vacuum, a few polymer coating compounds, cleaning compounds and a few gallons of hot wax, you can add up to 10 to 30 percent to the selling price of the average used car by just making it look better. Any car dealer will tell you that.

The service must be advertised, and the best place is next to used car ads in newspapers and buy-and-sell magazines. A small display ad will do the job, and stress the increased sale value worth more than the cost of the job to get people's greed rising. Keep in mind that this is a business like any other, and in all cases you will have to abide by tax laws and report your income. In fact, the worst thing you can do is NOT report income from a business that didn't do well. A tax audit may arbitrarily decide that you made much more than you claim, and unless you've got books to prove otherwise, you'll have to pay taxes on that figure.

Items to keep on hand are: polymer fills such as Armor-All and Blue Poly for upgrading plastic and paint; spray upholstery shampoo, the best you can get tire cleaning compound, and engine shampoo. Another handy item might be a pressure nozzle for common garden hose that will convert it into a high-power sprayer for underbody cleaning

An old flannel sheet can't be beaten for buffing and polishing, and denim fabric is good for shining wheels and tires. You can make a lot of compounds you need yourself.

Your primary concerns should be paint and the interior, so don't skimp that area, because the better they look, the more the seller gets for his car and better he makes you sound when he tells others about your work. The polymer films that coat paint in a durable, high gloss shine are truly amazing products and the time it takes to apply them is more than worth the results. They also require very little upkeep which is another good selling point.

When shining up plastic surfaces with Armor-All or Blue Poly, never use more than one application. They tend to be a little greasy for a few days until they react chemically with the plastic and show the buyer a little too much effort gone into restoring the car.

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A little hint after shampooing the engine, a job you probably shouldn't try alone the first time, is to sprinkle a teaspoonsful of house dust over the engine so it doesn't look deliberate. The key is to give the image that the car has been well maintained over a long period of time, not spit-shined for inspection. Deliver this message to your customer as well so he understands the procedures you use.

While you're at it, try to sell your client on the value of a full tuneup at the same time. Top performance is expected by the buyer, and an honest explanation that this is the way the car runs normally will not cut it at the time of sale.

Budget any minor repairs such as muffler work, new shocks or brake bleeding that you think might add to the value of the car, but don't be pushy.

Calculate your time at a rate not quite what the Tidy-Car people charge and try to offer more personalized service. This will lead to repeat customers and those all-important referrals.

Some people have specific models of cars on which they can work miracles. The Beetle genius is probably the best-known, but there are many who work on Camaros, Corvettes, and certain popular Japanese makes.

If you are one of these people, you can probably do better work than a mechanic in less time, charge less for it, and build a steady clientele. If you are not a licensed mechanic, you cannot advertise that you are, and when you figure your costs, add a little bit for the follow-up work you'll have to do. It's better to satisfy an angry customer than turn them away and it's easier to reconcile in your own mind when you figure you've already been paid for the extra service.

When you advertise your service, keep your prices reasonable compared to a regular mechanic. Tell your customer in your advertising that you are an expert in one specific make and model and probably better than a corner mechanic, and that you provide custom service without cutting corners.

An excellent way to advertise is to place small leaflets on the windshields of cars you specialize in. People are always looking for reliable mechanic they can use for regular service and your leaflets will often be tacked on bulletin boards for handy access when service is needed.

Mobile tuneups are getting to be bigger all the time. Many people would rather pay a few bucks extra to have the work done in the office parking lot than take the car in and blow time and energy picking it up later. Most newer cars really should be connected to a scope for best analysis and most accurate timing.

You can do the most of the necessary regular maintenance, including timing advance, plug changes, brake adjustments, wheel rotation, oil change, air filter, gas filter and other simple tasks with few tools. Carry everything you need in your own vehicle. Advertise your service, charge a fair price, and ask in advance about any special parts the customer might want. Once you've established a regular customer list and start getting referrals, you can easily turn it into a well-paying full-time work.

Curbers or parkers, people who buy junkers or get cars cheap from owners in need of fast cash, have bad reputations. You can still make a few dollars this way if you pick up the tight type of vehicle. But you must be very careful that you don't invest too

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heavily in getting your stock that you have to sell at a loss to pay the rent. Of all businesses, this is the most risky, but it also offers the best return on time and energy.

As with the specialist, the parker would do well to handle one specific make and model of car, and make no bones with your customer about the fact that you sell for a profit. You can buy a lot of junkers this way and cannibalize them for needed parts on other cars at low cost, and enhance the value of a car about to die to the point where you can sell it at substantial profit.

Many buy-and-sell publications have huge used car sections, making them ideal markets to advertise your business. Be aware of laws governing car sales in your area and determine ahead of time whether you can store cars for sale on your property.

Auto Cream Puff Service

HOW TO MAKE \$50.00 A DAY HIRING TWO JOBLESS PERSONS FROM THE UNEMPLOYMENT OFFICE.

This is the auto cream puff service. You will find a small classified ad will get business for this one, and all you do is provide a place to work, and put half the money in the bank. Since you will be making your clients several hundred dollars richer, it is not hard to get business!

People are selling used cars every day. Many of them could make a lot more from the sales if they spend some money to have the car cleaned up.

In this report you will find a system for doing this. You can hire common labor from the unemployment office to do the work, all you have to do is find the customers. You can do this by running ads in the paper offering the service at whatever price the traffic will bear. The only time you have any overhead is when you have a cash customer.

Many buyers who haggle long and hard to get a good deal on a new car lose hundreds of dollars by not knowing how to sell their old car.

The mileage, and condition of the body - inside and out - often can make a difference of several hundred dollars. Whether you sell it yourself or trade it. Most experts agree that the better the car looks, the more money it's going to be worth.

A couple of days of hard work (or one REAL hard day) and less than \$25.00 in supplies can often make a difference in hundreds of dollars, turning a below average, or average car into a "cream puff" worth top dollar.

The owner's manual should be consulted for special cleaning requirements. Another good source of information is the book "Car Owning Made Easier", available for 50 cents from the Public Relations Department, Ford Parts and Services, 1 Park Lane Blvd., Dearborn, MI 48126.

The trick is to get the car looking "good as new", starting with the outside. For openers, the cars should get a good bath, using a lot of soap and water. It's a good idea whenever you wash your car to force lots of water down the vents in front of the windshield to wash the salt out of that passage. The water usually runs out of the rocker-panels - the section under the door frame - where accumulated salts often causes rust. After the car is cleaned, inspect the body carefully, noting all dents, rust spots and scratches.

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If you have a dent that looks like an inverted watermelon, “Car Owning Made Easier” suggests the following remedy:

Deflate a football and push it, with an air hose attached, behind the dent. Inflate the football slowly and watch the dent pop out. Most of the time, it's a near perfect repair. If the dent is not in a place where this method works, gently tapping with a rubber headed mallet will often put out a dent.

The next step is to take care of the rust. Be sure to look around the trim of the car, and around then rocker-panels under the door frame. If you find any rust, you should fix it immediately even if you don't plan to sell the car.

If the rust has made a hole in the metal, you will need a patch kit (you can get one for a few dollars) which contains its own instructions for making the repair.

(Prices in this article are average ones for products at automotive stores. All are readily available.)

After any holes have been repaired, the body putty should be sanded so it is smooth and blends with the rest of the body. All rust spots should be sanded with extra fine sand paper (30 cents) until the rust is gone and the metal is shiny.

Then take touchup paint (\$1.89) and lightly paint the areas you have sanded. Be sure to mask off the surrounding areas if you use a spray. Whether you use a spray or small brush, be sure to apply a very thin layer.

While the paint is drying, take care of the rest of the exterior.

The appearance of old tires can be improved when painted with tire black (\$1.89), a special paint that doesn't dry out the rubber. There's paint for the whitewall section of the tire too, cost - \$1.95.

Another important part of the exterior appearance is the wheel covers. If any are missing or badly damaged, you can get replacements from the local junkyard for between \$2 to \$5 (fancy ones can cost as much as \$10.00).

Metal wheels should be cleaned with a magnesium or aluminum cleaner (\$2.67) and a stiff brush.

All metal parts of the car not covered by paint should be cleaned. Metal or chrome cleaner (69 cents) should be used to polish mirrors, side moldings, wheel covers, bumpers, antennas, and all other exterior metal.

If there is a lot of rust on the bumpers that won't come off with metal cleaner, steel wool will usually take it off, but it may pit the bumpers. Finally, all glass and plastic on the outside should be cleaned with a glass polish. All lights should be checked and broken lenses and burned out bulbs replaced.

If the car is more than year old, it should get a thorough cleaning with rubbing compound or similar substance (99 cents). These special cleaners have a very mild abrasive which removes a minute top layer of paint and restores the original shine.

After rubbing the alcohol compound, the car should get a good waxing (\$1.25). If the car is less than a year old a good car cleaner wax which combines the cleaning and waxing steps may be used.

If the car has a vinyl top, it should be cleaned with a vinyl cleaner (\$1.35).

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The interior of the car should be good and clean too. The first step is to clean all the instruments, the dashboard, and the other non-fabric parts inside the car. Because the covers over some of the instruments are plastic, strong solvents should be avoided as they could make the plastic cloudy. An ideal cleaner for the inside, “Car Owning Made Easier” says, is one part of vinegar to 20 parts water.

Use a pipe cleaner on the hard-to-get-at places like push buttons on the radio or the heating controls.

Fabric upholstery should get a good shampoo (\$1.59) and tears should be sewn by using regular sewing supplies. Vinyl should be brightened with vinyl cleaner and leather should be get a saddlesoaping. If either the vinyl or leather has nicks in it, shoe polish can often be used to cover them up.

The car, including the trunk, should get a thorough vacuuming and carpets should be cleaned if they are spotted and dirty.

If you have owned the car for more than two years, the foot pedals may be worn. New brake and clutch rubber pads cost approximately \$3 each, while the accelerator pedal costs about \$8, but they can increase the value of the car by adding “cream puff” look to the inside.

Lastly, the engine should look good. Cleaning the engine can be a simple matter with a special cleaner (\$1.59) which removes the grease, oil and other dirt that makes your engine look bad!

Profits From Toys And Wooden Novelties In Your Shop

Make and sell toy cars, wagons, wooden puzzle and hobby horses. Retail them at flea markets, fairs, through national ads, direct from your shop or yard and/or wholesale them to stores or catalog sales companies.

Wooden toys have a special appeal that most other types of toys do not— nostalgia and parent confidence. Parents remember the wooden toys they had as children lasted a long time and that they were safe. Wooden toys like hobby horses or stick horses are so old, they are “new”!

For the past few years, wooden items have become more and more scarce as they have been replaced by plastic and wood filled plastics that can be molded. Many items are advertised these days as “genuine wood” to inform the buyer they are not plastic or laminated sawdust, and infer that they are therefore worth more.

The overall result is that an item made of “genuine wood” is now considered more valuable than the substitutes that just a few years ago were considered an “improvement” over wood.

In the wooden toy business, you have the option of making variety of things or specializing in one item or series of items.

You also have the luxury of being able to use what other industries would call scraps — because not many of your toys will require 8, 6 or even four foot pieces of wood.

This means that you can use materials that others can’t — and that if you can locate

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a good source, your materials should be half or less of the going rate. As a result, you will be able to offer finished toys of good quality wood at excellent prices and still make a very nice profit.

This type of business will appeal to the wood enthusiast, or anyone who enjoys shop work; the variety of possible toy products is endless — limited only by the toy maker's imagination and facilities.

If you specialize in larger items such as hobby horses, one well-placed ad for genuine, old-fashioned hardwood horses could keep you busy!

The only “secret” to this business is to have a plan for getting your materials at a good price, a procedure to fabricate and finish the toys efficiently and professionally, and effective means of letting the right prospective customers know where they can be found and how much they cost.

Most wooden toy makers limit their output to models they can build with tools and equipment on hand. They set up a procedure, as close to assembly line as possible to allow high quality items to be produced efficiently: jigs for cutting, clamps for gluing, patterns for drilling, stencils for painting — with designated areas for operations like sanding or painting that require them to be separated.

Although the finished items are all made by hand, there is no need to completely finish one item before starting on the next — it is much “smarter” to cut out two dozen horse heads at once; to sand them all while the area is set up for that operation, and to give them all their first coat of paint at the same time.. The items are still hand made, only a lot more efficiently.

The bottom line is that quality is just as high (perhaps even higher as you perfect each step), but the price is lower because you can produce them cheaper.

One inexpensive way to advertise is to rent a display window in a store (even a vacant store — see the real estate agent about renting just the window until the store is leased).

Set up a nice looking display of your products —several models, a variety of items (or your “pride and joy”) in an attractive display - one that is calculated to interest children as a toy, as well as the parents as a good investment.

Tip: “Eye level” for a child is 3 to 4 feet, so place items you want to see at their level!

Put price tags on the items. Or a placard (about 8 x 10) in or near the items, along with a couple of lines about their quality and, of course, where they can be purchased.

If you are willing to make alterations, indicate that custom items are available (but leave the price open until you find out what they have in mind).

Plan your production schedule to peak about 30 days before the holidays — seasonal sales you lose because you ran out of items sell are GONE!

In the beginning, you will probably want to try several different products — and procedures. You need to learn which things you can make best and which ones will sell best.

Once you have settled on a line of products (if you do), it would be wise to gear

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your “assembly line” to those products.

Use a piece of tin or masonite for a cutout pattern; holes in it to mark places to drill. Work out a production schedule for steps that take time, such as glue setting and paint drying — where you take an item from the clamps, sand it lightly, lay it out for the painting phase and immediately place another item (or sets of items) in the available glue clamps.

If you glue, setting time is one hour (temperature regulation may speed this step) and you have 5 sets of glue clamps, you can set aside 5 or 10 minutes per hour for this phase to produce 5 items per hour or 40 per day (the last set is left overnight to be changed first thing in the morning).

As you progress in your wooden toy business you will discover more and more “shortcuts”— that produce the same quality (or even better) at a lower cost. You will also learn of other items that are in demand and will make more decisions on whether to expand or add new products.

Wooden toys can be sold retail through ads, displays, and by using a little extra imagination.

For example, show a child playing with your toy in your ad (to help “plant” the idea that your toys are fun to play with). Plan different ways to “push” your line — give prizes at community affairs (raffle, children’s competitions), try cable TV ads and the local newspaper.

Use a good camera to take black & white photos and have the newspaper make “cuts” of some of your best efforts to put in ads and brochures. When the market warms, add color brochures with illustrations and little write-ups of your toys.

Perhaps some of them are authentic copies of antiques, or can be associated with interesting stories or history. Don’t hesitate to experiment with different wood combinations and patterns.

For example, two plywood with opposing grains for strength and effect; tongue & groove glued larger pieces; checkerboard patterns (like parquet floor pieces) or anything else you can think of.

Wholesaling brings in less revenue per item but eliminates much of the cost of advertising and time needed for dealing with potential buyers of one or two items at a time (you may be able to make much more turning out toys than selling them). Here are three proven methods for wholesaling are:

1. Store sales, Take samples and price lists to retail stores in your area and ask them to order. A variation is to mail out price lists and brochures to stores that carry similar merchandise. In this case, write a “cover” letter of 1 - 2 pages on good quality letterhead paper. Describe your products briefly (stress their quality) and their availability. Include a price list and an ORDER FORM. For stores in your area, follow up this first contact with a personal visit, phone call or another letter 2 weeks later!

2. Catalog sales. List your products with an existing catalog sales firm (printing your own is expensive and should be tried only when you are experienced). The procedure is similar to mail sales to stores (above), but you also need to include your charges for packaging and shipping of a single item because the mail catalog store can either

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buy your products outright or have you drop-ship them as orders come in.

3. Fair sales. Arrange for a booth at trade shows, large flea markets and community fairs. Take a good selection of your merchandise, business cards, brochures, and order forms and set up an attractive display.. Although the objective will vary with the type of activity. The general idea is to retail, make contacts, gain recognition, and to take wholesale orders.

Be especially watchful for ways to profitably use every scrap of material and reduce the amount you spend for supplies.

Make little toys from pieces left over from big ones, even if it means modifying a pattern or designing a special toy so it can be fabricated mostly from materials that would otherwise be wasted. Using these materials efficiently is the purest form of profit!

The, calculate your best prices on paint, sandpaper, wood and even tools and supplies. It may be that buying glue in 5 gallon cans will save you a good deal — unless there is a spoilage problem. In this department, the most expensive thing you can do is to keep buying from the same source without constantly checking — and figuring how to get more for your money.

One source for fresh ideas would be subscribing to a couple of good trade magazines.

One of the more obvious potential problem area to watch out for is overstocking items that don't sell.

The cause of this problem is invariably personal taste — although poor sales techniques and/or shoddy work can also be contributors. Just remember that before you invest too heavily in any one product, do as the professionals do — test market it (see how it sells).

Just because you like something is NOT a good reason to make up 10,000 of them (remember the Edsel? — but if your customers like them — that's different! If your problem is shoddy work, the CHEAPEST thing to do is get rid of the problem — wholesale them to an outlet (burn them if necessary), but don't allow them to spoil your reputation and confidence.

Finally, if they aren't selling, alter your method of advertising. If that helps, work on that aspect until you find the winning combination!

Seven Tips For Carefree Boat Trailering

1. Make sure when you are buying a boat, that you get a minimum of 13 inch wheels and a drive on trailer. Most people spend 10,000 bucks for their boat and 300 on their trailer. You can't enjoy the boat when you always are having trouble transporting or loading it. Spend at least a \$1,000 for a good trailer. Ask around - talk to people before buying.

2. If you already have one of those trailers that's a pain to load your boat on, think about making some guide on's for it. Two 2x4's five feet long covered with carpet attached to 4 inch angle iron bent to attach to the trailer frame will cost about 50 bucks to make and install. Make sure before mounting them that your boat is on trailer correct, then mount them carpeted surface first flush against the side of your boat. This way your

NEVER GIVE UP!

boat will automatically center itself as you drive on the trailer.

3. If your boat is light in weight, small tires less than 13 inches will probably do. I would carry a spare anyway, but if you have a heavy boat with small tires, carry two spares. Check your air pressure often, inflate to maximum load pressure. At any sign of abnormal wear, get them off the trailer and check for the reason.

4. Always! Always! Put bearing buddy's on your trailer (big or small) and also install bearing buddy caps to keep the grease from being thrown all over your wheels.

5. Always carry a set of spare wheel bearings. Frequent grease with Lubriplate-Auto/Marine-Lub 'A' - Part number 12298 (tube type). This fits into the heavy duty 3-way lever grease gun, made by Lubrimatic Products Co., Omaha, NE 68110. Since I started using buddies with this grease, greasing about every 3 trips, I've never (knock on wood) had any trouble. I haul a bass boat several thousand miles each year.

6. If you are using a truck type vehicle with a bumper ball to haul your boat, may I suggest having your ball welded to the bumper. Also weld your bumper to the frame of your truck. My trailer and boat kept working my ball loose. It also kept pulling my bumper down crooked in relationship to my bronco. So I had it welded. I also had them weld a couple large links of heavy chain to my bumper about a foot on each side of my ball sticking out from under the bumper. This was for the safety chains I installed on trailer. In case something broke, I would not lose the trailer.

7. Get a bigger winch, with a strong nylon strap and replace the small one. Trailers don't come with ones large enough to do the job right.

FREEBIE: I extended my trailer tongue by three feet using the next size up square steel tubing. This allows me to keep my feet dry during launching and also allows me to use shallow ramps better. Make sure you put some sticky back rubber matting on it so you won't slip. This can be purchased at most good boat dealerships. Remember if you extend your trailer tongue you will have to swing wider on right-hand turns!!

How You Can Bronze Baby Shoes

You can treasure the memory of your child's first steps forever by bronzing his first set of baby shoes. And you can do it yourself relatively inexpensively and easily.

Your first step will be to clean the shoes thoroughly. With a damp rag, clean the shoes of all dirt and polish. It is best to complete the cleaning by rubbing the shoes with a rag saturated in denatured alcohol. All wax and polish must be removed. Now allow the shoes to dry.

Next you will want to arrange the shoes as you want them to be bronzed. Tie the laces and arrange them properly. Adjust the tongue so that it touches the sides of the shoe. You may want to hold the laces and tongue in place with a little rubber cement. Now drive a tiny hole through the sole of each shoe and loop a string or wire around it. You are now ready to begin bronzing.

To prepare your liquid bronze use bronze, copper or gold powder and mix the powder with a fast drying spar varnish, stirring well and adding the powder until you have a liquid about like paint. Stir to prevent particles from settling on the bottom. You will probably want to mix a fresh batch of the liquid bronze for each job.

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To apply the bronze, use a good camel hair brush and paint shoes, inside and out, with several coats. If there are dull spots when the liquid dries, it means the liquid has soaked right into the material and more coats are needed until the finish is even and glossy. Hang up each shoe by the loop of string to dry between coats and clean the brush each time.

When the final coat is dry, you can create an "antique" effect by mixing a little burnt umber or black color in oil with the bronzing liquid and painting it into the creases of the shoe with a small brush.

If you would like the shoes to be heavy and rigid, fill them with plaster of Paris to about 1/2" from the top and let them dry for several days before starting to paint.

You will find bronze powder at any good paint or hardware store or even a printing supply house.

You will be amazed at the very professional job you have done using this method. Perhaps you will do such a good job and enjoy it so much you may want to begin a service doing it for others. It is really a lovely way to make your treasured memories last forever.

66 Ways To Make Money With Handicrafts

USING WOOD

1. Make house signs
2. Make walking canes
3. Refinish old-fashioned children's desks
4. Mass-produce quality chopping blocks
5. Make wicker baskets
6. Hand-carve picture frames
7. Make wooden greeting cards
8. Specialize in creating quality doll palaces
9. Build miniature furniture for dollhouses and adult collectors
10. Create decorative birdhouses

USING CLOTH AND NATURAL FIBERS

11. Knit personalized sweaters
12. Specialize in batik wearing apparel
13. Tie-dyeing
14. Make old-fashioned quilts
15. Make quilts that tell a story
16. Sell macrame products from home, a shop, or mail order
17. Custom rugmaking
18. Create doll clothes and restore old dolls
19. Create unique ethnic and character dolls
20. Produce custom-made sandals

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21. Make personalized leather snap-on bracelets

FROM GOURDS

22. Create eating and drinking utensils from gourds

23. Make lamps with gourds

24. Make gourd planters

25. Make gourd totem poles

26. Create gourd creatures

27. Create birdhouses from gourds

FROM MISCELLANEOUS MATERIALS

28. Make face masks

29. Make copper cameos from photographs

30. Make babies' hand plaques

31. Make dolls with faces similar to their owners

32. Moulding and casting faces

33. Dry flowers

34. Make book-safes: hollowed-out books for hiding valuables

35. Make personalized coffee mugs

36. Make jewelry from beads or seashells

37. Make bulletin boards

38. Embellish and redecorate household products

39. Make salt and pepper shakers from cow horns

40. Make custom wastebaskets

41. Create miniature replicas of antiques out of wood or ivory

42. Create giant replicas of small insects

43. Decorate decanter stoppers with small clay caricatures of people

44. Offer natural tattooing with sun stencils

45. Make ceramic plaques of newborn infants' foot or hand prints

46. Make lamps from wine jugs, seashells, etched metal, rocks, transparent plastic, etc.

47. Make money from mobiles

48. Make mosaics to decorate functional items

49. Make ceramic lawn decorations

50. Manufacture sundials

51. Make costume jewelry

52. Make weather vanes

53. Make unusual products from seashells

54. Manufacture terrariums

55. Make and sell bottled boats

56. Tint and sell pussy willows

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- 57. Decorate penny match boxes
- 58. Make bottle gardens
- 59. Create novelty bottles
- 60. Manufacture stained glass windows
- 61. Make sculpture candles
- 62. Gift wrapping service

SELLING

- 63. Operate a crafts marketplace
- 64. Operate a crafts consignment shop
- 65. Become a sales agent for handicrafts
- 66. Sell handicrafts at fairs

Car Problems

WHAT IS THE CAUSE AND THE CURE FOR: STRANGE NOISES; CAR STARTS, BUT STALLS; CAR DOESN'T START

Anyone who owns a car knows they're not foolproof mechanisms; they sometimes break down. Being able to diagnose a problem and to cure it can make your life a lot easier.

If your car is making strange noises, this could originate in several different parts. There may be a problem with your valves; check all parts relating to oil and check the valves. You may have a problem with the connecting rods; check all parts relating to oil, check the bearings, crankshaft and connecting rods. Or the strange noises may be caused by the main bearing; in this case check all parts relating to oil and check the bearing and crankshaft.

If your problem is that your car starts and then stalls, your car may be suffering from one of a few problems. Check the carburetor to make sure it is getting an adequate fuel supply. Clean your spark plugs; dirty ones may be causing the problem. And perhaps you need to replace a worn distributor wire or worn distributor rotor. A faulty coil can stop your vehicle engine from turning over. Also, faulty ignition wiring should be replaced.

If your car just won't start, your problem may be with a faulty battery. Test your battery and either recharge or replace it. Remember that loose or corroded battery connections may also be keeping your car from starting properly. Clean and tighten them.

Knowing how to diagnose these problems may save you some time, concern and money in the long run. Taking the mystery out of your car's engine, knowing how to handle little problems, can make motoring much more of a pleasure.

Cash In A Flash - Gas Engine Repair

The morning chill bit through Drake Schnatter's worn jacket as he cruised up the aisles of the weekly flea market. Schnatter's eye scanned the vendor's wares until he found what he was looking for - a neglected, dirty lawn mower with a three horsepower

NEVER GIVE UP!

engine. He bought the mower for five dollars and carried it away (the wheels were missing). One week later he sold the mower with fresh paint, new wheels, and an engine tune-up for \$175. (Normally the price would have been \$200, but Schnatter took \$25 off because the customer brought in his old mower for trade-in.) Now he had an old snap-on mower to work on and \$175 in cash. Not bad for a five dollar investment.

If you have any knowledge about small gas engines (or are willing to learn) you could turn that interest into extra income. Schnatter started at age twenty and now invests the profits from his "hobby" in real estate. His secret is simple -find small gas engines, buy them cheap, and resell them at a profit.

WHERE TO BEGIN

Where can you find small gas engines for five dollars or less? For some the task might be difficult, but not for Schnatter. "I first discovered a way to buy small gas engines cheap when I exhausted my sources at the local flea market," says Schnatter, "I remembered a friend in the hauling and clean-up business who told me about the good, usable trash his customers wanted hauled away."

Schnatter made an agreement with this friend and several other haulers he found in the local paper.

"I asked the haulers if they would mind setting aside lawn mowers, edgers, anything with a small gas engine in their pick-ups," Schnatter says, "I told them I would pay up to five dollars a shot, depending on the condition of the items. Most of the haulers liked the idea. It left them more room in their pick-ups and meant less trips to the dump. Plus, they received a cash bonus," Schnatter is a firm believer in creating win-win situations.

When Schnatter decided he needed even more inventory, he placed an ad in the Magic Ads, a local give-away paper. The ad brought in so many gas engines that Schnatter had to turn down many offers. His ad read as follows:

Wanted! Cash Paid For Small Gas Engines - running or not - lawn mowers, edgers, mini-bikes. (phone number).

"My phone was ringing constantly! I told the callers I paid five dollars for non-running engines and a little more if the engines run. Within two weeks I had a backyard full of rebuildable engines, lawn mowers, edgers, rototillers, and a couple of mini-bikes. I even got a few free mowers from people wanting to clear out their garages," says Schnatter.

Once Schnatter felt his inventory was sufficient, he advertised inexpensive small gas engine repair and sales. He built up a good customer following by offering special services often unheard of at commercial lawn mower repair shops. One of the services he offered was a ninety-day guarantee on any lawn mower he sold.

One of Schnatter's satisfied customers says, "Who ever heard of a lawn mower shop replacing a broken mower with a working mower?" In this case, Schnatter traded a bent up mower for one he had just rebuilt. Schnatter says, "Well, I gave customer a mower which only cost me five dollars and had just been rebuilt. And I took his bent up mower for blades and later sold the mower for \$125. So, both the customer and I were happy."

About two weekends a month Schnatter gathers his rebuilt lawn mowers and other

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garden equipment, and rents a space at the local flea market. Schnatter also provides a pick-up and delivery service that keeps his business thriving is offering loaners to his customers. A commercial gardener says this is a service he couldn't afford not to have.

From March through June, Schnatter can barely keep enough supplies in inventory because his service is in such demand. He charges between \$125 and \$150 for gas powered lawn mowers and usually sells about ten mowers a weekend. Not a bad income for a hobby.

Schnatter also suggest contracting with local commercial lawn mower repair shops during the spring months. "Small gas engine repairmen are scarce, and most shops are backlogged during the spring rush," says Schnatter. "I suggest you get a contract with them to do repairs and have a steady income from the shops."

Schnatter calls his business a hobby. He says anyone who likes to work on small gas engines or willing to learn can turn their knowledge into cash in a flash.

FOR FURTHER INFORMATION

HOME STUDY COURSES

NRI SCHOOLS, McGraw-Hill Continuing Education Center, dept 10-1, 3939 Wisconsin Ave., Washington, DC 20016. Offers a course on Small Engine Servicing. Send for free catalog.

FOLEY-BELSAW INSTITUTE, Dept 10-1, 6301 Equitable Rd., Kansas City, MO 64120. Course, tools and equipment to start a business in Small Engine Repair. Free booklet.

BOOKS

HOW TO REPAIR BRIGGS & STRATTON ENGINES by Paul Dempsey. Tab Books, Blue Ridge Summit, PA 17294-0580; \$11.20 ppd.

HOW TO TROUBLESHOOT AND REPAIR ANY SMALL GAS ENGINES by Paul Dempsey. Tab Books, Blue Ridge Summit, PA 17294-0580; \$13.10 ppd.

SMALL ENGINES: OPERATIONS, MAINTENANCE AND REPAIR Tab Books, Blue Ridge Summit, PA 17294-0580; \$17.10 ppd.

Buying A Used Car

Because new cars are expensive, most people find themselves in the market for a used vehicle when they need wheels. And buying a used car isn't easy; you want to get the best car you can for the best deal you can. Read on to find out how you can handle your used car purchase.

CHECKLIST OF QUESTIONS TO ASK ON THE TELEPHONE:

* Why are you selling the car? * How long have you owned it? * Does it need any repairs? * Is there any rust on the car?

CHECKLIST OF ITEMS TO LOOK FOR BEFORE YOU TEST DRIVE:

* Rust, holes, gunk in tailpipe * Mismatches in paint (may indicate a past accident) * Tires in poor condition, uneven tread wear * Door locks work without sticking * All headlights and other lights work * Upholstery not sagging * Suspension doesn't sag

CHECKLIST OF THINGS TO WATCH FOR ON THE ROAD:

* Clutch doesn't slip or make any noise * Exhaust pumping out black or blue smoke

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* Emergency brake holds on hill * Make sure the car doesn't pull to one side, i.e., that the wheels are properly aligned * Make sure steering doesn't wander or make noises * Accelerate on a hill to determine engine strength

CHECKLIST FOR THE MECHANICAL TEST

* Engine system, compression, spark plug reading, fuel pump, ignition, oil condition * Electrical system, wiring, alternator, regulator, air conditioner * Brakes, lining, pads, drums * Driveline, transmission, universal joints * Suspension, shocks, springs, ball joints, wheel balance. Frame and body, check for rust and evidence of structural damage.

A Simple Formula For Recognizing American Coins Which Are Worth More Than Their Face Value

Remember the year 1933 for 1 cent coins

Remember the year 1945 for 5 cent coins

Remember the year 1964 for 10 cent and 25 cent coins

All coins minted in those years or before are worth more than their face value.

All \$1 coins, regardless of the year in which they were minted, are worth more than their face value.

How You Can Change The Coloring Of Cut Flowers

To change white carnation-type petals to green, stand the long-stemmed flowers in water containing a green aniline dye. Other suitable aniline dyes may be used to achieve colored stripes on white flowers.

Place flowers over a basin of water which contains a very small amount of ammonia in a bell glass. The petals will usually change. For example, many violet-colored petals will change to green; red colors will become green, white will turn yellow and dark carmine will turn black.

Violet-colored asters can be moistened with a very mild solution of nitric acid. The ray florets will turn red and will also acquire a pleasant scent.

Crafts For Tots

PAINTS

8 tbsp. powdered paint 1 tsp. white glue 2 tbsp. liquid starch 3 drops oil of cloves (obtainable from any drug store)

INSTANT PAINTS

RECIPE 1

Mix a few drops of food coloring to a small amount of liquid starch.

RECIPE 2

Mix egg yolk, dry detergent and food coloring. May be used on glass, foil or shiny paper.

FINGERPAINTS

NEVER GIVE UP!

RECIPE 1

Mix 1 1/2 cups starch with enough cold water to make a paste. Slowly add 4 cups of boiling water, stirring constantly. Cook until clear, avoiding too hot a fire. While still warm, stir in 1 1/2 cups soap flakes. Add 2 tablespoons glycerine. Add food coloring to portion which will be used immediately and store the remainder in the refrigerator in a covered jar.

These paints work best on glazed paper such as shelf paper.

RECIPE 2

In a double boiler, mix 1 cup cornstarch (or laundry starch) with enough cold water to form a smooth, thin paste. Add 1 cup flaked soap chips and 1/2 cup salt (which acts like preservative). Add 1 quart water and cook until thick (increase amount of water if necessary). Beat with an egg beater, and place mixture in empty baby food jars, adding food colouring to each jar.

One teaspoon glycerine makes mixture more pliable and easier on the hands. Vanilla or oil of cloves can be added to mixture to create a nice smell.

RECIPE 3 (no cook)

Mix 6 tablespoons dry laundry starch with just enough cold water to make mixture liquid and smooth. Pour this mixture slowly into 1 quart boiling water, stirring well until thick. Add a drop of oil of cloves and mix again. Divide into portions (a muffin pan is a good holder) and add food coloring.

SOAP-BUBBLE-BLOWING LIQUID

Mix together gently:

4 cups water

12 teaspoons glycerine

8 teaspoons liquid tincture of green soap (available from drugstore but as a substitute, grate or grind very pure toilet soap and use 8 teaspoons of the resulting powder)

Let liquid stand for 24 hours before using.

SILLY PUTTY

2 parts Elmers' Glue-All 1 part liquid starch

Gradually pour starch into glue and mix. If mixture is sticky, add more starch. Cover and refrigerate overnight.

Note: This silly putty can be cut with scissors or be pulled or twisted.

MODELING CLAY

RECIPE 1

Mix together:

2 1/2 cups flour 1 cup salt 1 cup water Food coloring, optional

Store in refrigerator.

RECIPE 2

Mix and cook over low heat until mixture thickens:

1 cup salt 1 cup flour 1 cup water Food coloring, optional

Cool before using

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RECIPE 3

Combine over low heat, stirring constantly until mixture becomes stiff and comes away from sides of pot:

1 cup salt 4 tablespoons oil 2 cups flour 4 tablespoons cream of tartar
2 cups water Food coloring

Store in a closed container or plastic bag.

RECIPE 4

Mix:

1 cup cornstarch 2 cups bicarbonate of soda 1 1/2 cups cold water
Food coloring

Heat over medium fire, stirring constantly until mixture is doughlike. Cool, covered with a damp cloth. Coat finished products with a shellac to seal and preserve.

RECIPE 5 - VICTORIAN SALT CLAY (can be used to make beads for necklaces)

Mix 2 cups salt and 2/3 cup water in a pan. Stirring constantly, heat over a low flame for about 4 minutes (Do not boil). Remove from heat. Quickly mix 1 cup cornstarch and 1/2 cup cold water together and add this combination in one go to heated mixture. Stir and mix quickly. If resulting mixture is not a thick paste, place back on low heat and stir for about a minute until mixture is doughlike.

Treat like bread dough - knead on flat surface until dough is a smooth and pliable mass. Can be stored in plastic or foil and kept in an airtight container.

Color can be added when dough is being cooked or when being kneaded, or modelled objects can be painted when dry.

It takes 2 days for a modelled object to dry at room temperature. For quicker results, preheat oven to 350 degrees F, and then turn the oven off. Place the model in the oven, preferably on a wire rack, and leave inside until the oven has cooled off.

For a finishing touch, smooth dry models by rubbing gently with sandpaper or an emery board.

To make beads for a necklace, punch holes with a toothpick while the clay is still pliable. You can also string the beads through a thin wire, letting them dry on the wire itself.

Clay can also be rolled out like cookie dough and cut with a cookie cutter.

MONSTER MAKE-UP

1 tsp. fuller's earth (available from drugstore) 1 tsp. plain yogurt 1 tsp. water A few drops of food coloring

Lightly apply to face, avoiding areas around mouth and eyes. (Use lipstick and/or eyeshadow for these areas).

Make-up will wash off with water.

How You Can Preserve Cut Flowers

You can preserve the fresh beauty of flowers for years in their natural vivid colors without a great deal of work or expense.

NEVER GIVE UP!

Simply mix a combination of four parts of borax to one part of silica gel. You can make your mixture by hand; the borax should be run through a sieve before mixing with the gel to remove any lumps.

You should treat all of the flowers to be preserved immediately after picking. Cut off the stems close to the base of the flower. In the bottom of a plastic bag or an air-tight jar put down a layer of the preserving powder and lay a blossom face down on the powder. Pour some additional powder over the flower until it is well covered. Then lay another flower face down and cover it, repeating the procedure until the bag or jar is full. Put on your lid, or if using a bag, press down on it lightly to squeeze out all the air. Tie the bag tightly with string as close to the contents as possible to prevent air from coming in.

Now put your flowers and powder mixture away in a dry place for about four weeks without peeking at it. Never store it out of doors.

At the end of the four weeks, open the container very gently and remove the blossoms one at a time, blowing the powder off them. You may make a stem by running a piece of florist's wire through the lower side of each blossom. Now you have preserved flowers in their garden freshness.

A good method of prolonging the life of cut flowers is to put a small amount of ammonium chloride, potassium nitrate, sodium carbonate or camphor in the water into which the flower stems are inserted. One or more of these drugs will keep the flowers fresh by working to oppose germ growth and stimulate the cells. This method is, however, not permanent like the borax and gel solution.

Preserving flowers can help you save your memories of a wedding corsage or a gift bouquet forever.

How You Can Dry Flowers/How You Can Wax Fresh Flowers

You can enjoy the freshness of a flower garden throughout the year by cutting and drying your favorite flowers. The two easiest and least expensive methods are sand-drying and air-drying.

Sand-drying can be used to dry a wide variety of flowers, such as roses, tulips, dahlias, marigolds and snapdragons. Flowers which last only one day, like day lilies, do not dry well. Do not dry asters, azaleas, chrysanthemums, geraniums, petunias, phlox, pinks, poppies or violets. But feel free to do your own experimentation.

To prepare for sand-drying, cut the flowers at the peak of their show as any imperfections will be exaggerated by drying. Pick the flowers after the dew has fully evaporated. Make sure the stems are dry.

Prepare the flowers by reinforcing the stems and blossoms with florist's wire or with white glue. For daisy-type flowers and flowering shrubs, push a 6" piece of wire through the stem and right through the flower head; bend the end of the wire into a hook over the flower head and then pull it down, thus securing the head to the stem.

For flowers such as roses and tulips which are dried face-up, cut off most of the stem except an inch or so and insert the wire as above.

For many-petaled flowers, use glue instead of wire. Diluting the white glue with a

NEVER GIVE UP!

drip of water and using a toothpick, dab a thin coat of glue at the base of each petal, working the glue into the base of each flower to attach each petal to the base. Dry completely.

To dry the flowers, slowly cover them with white sand in deep, open boxes. Cup-shaped or rose-shaped flowers should be dried face-up. Make the sand deep enough to hold the flowers in an upright position, position the flower carefully and slowly pour the sand around the base of the flower, then around the sides and under and over the petals. Pour the sand evenly and slowly in order to preserve the natural shape of the blossom.

Daisy-type flowers should be dried face down. Make an even base of sand in the box and make a little dip in the sand the same shape as the flower. Hold the flower steady and carefully build up the sand around the blossom until it is fully covered.

Snapdragons, lilac, elongated flowers and flowering branches should be positioned horizontally in the sand, flowering branches face up. Carefully pour the sand around and between the flowers and into individual blooms. A soft artists' brush will help you in lifting the blossoms slightly as you pour the sand so that they won't be flattened by its weight.

When all the flowers are completely covered with sand put the drying box in your drying area and leave undisturbed for one to three weeks. Rapid drying in a very warm, dry and brightly-lit place will produce bright blossoms; slower drying in a more humid spot will produce more muted colors.

Removing the sand should be done very carefully, tipping the container slightly, allowing the sand to flow slowly from one corner of the box. As each flower is released from the sand, lift it gently out.

If you wish to store your dried flowers for later use, seal them in airtight containers such as tins or plastic boxes sealed with masking tape, or in sealed cardboard boxes enclosed in airtight plastic bags.

Air-drying can be very successful with herbs, everlastings and ornamental grasses. Choose perfect plants with long stems, removing the lower leaves. Put the flowers in small bunches, fastening them together with an elastic band; then open each bunch into a fan shape. Hang the flowers head down from nails in a dry, dark place for one to three weeks until they are completely dry. The colors will usually be muted. Display your flowers in the house or store them as above.

You may want to experiment with waxing fresh flowers. This too is simple; just melt some paraffin wax and plunge each individual flower into the wax. Remove and shake the excess wax off each flower. Put it into the refrigerator to set and harden.

Having dried, preserved flowers in your home year-round can really brighten it up. You may want to give dried flower arrangements as Christmas gifts. It is a wonderful, satisfying hobby to preserve your own flowers. You can also make lovely cards by pressing your flowers and covering them with clear mac-tac on a piece of construction paper. It's easy to do and looks lovely.

NEVER GIVE UP!

Troubleshooting One-Cylinder Engines

Living on a farm, homestead, or just a small country estate, we often find much of the repair work falls on us. Home repairs, appliances, and oh Lord, that ever-present one-cylinder engine.

One-cylinder engines are most common in sizes from 2 to 12 horsepower, carrying with it the same basic characteristics of any gasoline engine. Trouble-shooting the one-cylinder, however, is somewhat different from the 4, 6, or 8-cylinder.

When larger engines (those in autos with 4 or more cylinders) are having problems, they will usually run. Not always smooth, but they run. The one-cylinder, when something is wrong, may not even start, let alone run. For that reason the one-cylinder engine is a harder one to trouble-shoot.

Trouble-shooting the small engine, if you know how, can save you quite a bit of your hard earned cash. Usually when one doesn't start we buy a tune-up kit when it needs nothing more than a new plug. Worse yet, the plug may just need cleaning. If we decide something is wrong with the carburetor we usually buy a new one. Needless to say, much of the work and expense that goes into the repair of a small engine is unnecessary. We work by trial-and-error until we've spent the price of a new engine and then take it to a mechanic who works on it for 20 minutes and charges us for a full hour at \$24 per hour or more - just for labor!

Another important thing to remember about a small engine if you live close to a small town is it's sometimes a hard one to get repaired. Even though there are more mechanics today specializing in small engines, there are still towns that don't have a single small engines mechanic. Auto mechanics usually don't work on lawn mowers or power chain saws.

There are only two things that a small one-cylinder engine must have to run. It must have an adequate supply of fuel, and the fuel must be getting into the engine. Then there must be an adequate supply of ignition spark. These two points are known to mechanics as "gas and fire".

First, let's take a closer look at the gas. Before you go a single step farther, find the air adjustment valve on the carburetor. Turn the screw to the right as far as it will go. Now turn it back to the left 2-1/2 turns. If the carburetor works function at all, it'll work right there.

To test to see if the carburetor is getting gas, remove the air breather. Set your choke (or start) and pull the rope starter. Look into the top of the carburetor. If gas is visible it is unlikely that the problem is with the carburetor. If you think the problem might still be gas, try this one. Using the palm of your hand, cover the opening on top of the carburetor. Pull the rope starter again. Pay close attention (by feel) which way the air is going through the carburetor. Is it sucking your palm into the carburetor or is it trying to blow it out? If it blows, you have problems with your valves. Chances are one of them is burned and will need replacing - a charge of \$100 or more if you take it to the shop but less than \$20 if you do it yourself.

The next point to check if the engine still isn't running is the fire. The fire consists of the coil (or magneto), the breaker points and the plug. A coil will usually outlive the

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engine twice-over. The points and plug, however, are a different story. They usually need replacing at least one a year - call it an annual tune-up.

To check the points in the engine, remove the plug wire. Hold it with insulated pliers about 1/4 inch from the end of the plug. Pull the rope starter. If the points are breaking properly, you will be able to see the spark as it jumps from the wire to the plug. If no fire is seen, replace your points.

When you check the wire, there might be a spark coming to the plug. If it is getting to the plug, it is possible that it isn't getting through it. Remove the plug from the engine. Put it back on the plug wire and pull the rope starter. Be sure the plug is grounded against the engine. If no fire is visible coming from the end of the plug, replace the plug with a new one.

The small engine is popular all over the world and will be with us for many years to come. You would do well to learn to fix it.

Ways Of Finding Silver Coins

Only coin collectors know about this; but you can still find 40% silver-clad half dollars in circulation today. Here is how.

Go to banks or savings and loan companies, and buy rolls of halves at \$10.00 each. Buy as many as you can afford, the more you buy the more you stand to find. Take them home and check them. Keep all halves made before 1971.

U.S. silver dimes, quarters, halves and dollars minted in 1964 or earlier are 90% silver. Then Kennedy half dollars of 1965 through 1970 have a 40% silver content. The 1970 half dollar was not released for public circulation, so any specimen of it would be a mishandled collector's coin or one which had accidentally been placed in circulation. A coin-collection is stolen and the coins are just spent as regular coins, especially by teenagers who do not know their numismatic value. Sometimes these teenagers just snatch a coin or two and go for a malted at the local drug store or malt shop. So always watch all your coins.

These 1970 half dollars command a sizeable premium.

Half dollars after 1970 have no silver in them with the exception of the proof and mint sets (which were not put into circulation - they were for collectors only.)

I have been a coin collector since 1964 and over all I have made money at it - however I collected, bought and sold everything.

I still find 40% silver halves, and once in a great while I find a 90% half. In addition to the banks and the savings and loan companies, I make it a habit to stop at small town banks, and especially country stores and ask them if they can or will sell me some half dollars. Usually they will.

Every time I make a purchase at any store, I ask them if they will sell me some or all the half dollars in their till. Most businesses are glad to get rid of them. No one wants to handle them any more. They all use quarters for making change.

Roll up all the halves that have no silver content and return them to the bank. Cash them in or trade them for more rolls or use them to buy groceries or other merchandise.

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So keep at it and don't get discouraged when you go through several rolls and don't find any... The law of averages will even it up for you.

If you would like to join the most enjoyable and profitable hobby in the world, visit your local coin shops and attend some coin clubs, and coin shows. You should purchase a copy of A Guidebook of United States Coins, what the coin collector calls the RED BOOK.

You might also want to subscribe to a coin paper such as Coin World. Their address is: Coin World, Sidney, Ohio 45367.

Good Luck!

The Professional Bass Fisherman's Secret Treatment For Fishing Lines And Reels

WD40!! Yes, WD40!! I used to put new lines on my reels every week, cleaned them after each trip. I bought bulk spools of 3,000 yards of line, because I was fishing a tourney each week. One evening before a tourney at a motel, I was at my boat doing this and a pro (a real pro) stopped by to talk. He asked how often I did this. I said each week because of line curl. He laughed and said that I was the type of guy his sponsors loved.

Then he proceeded to explain, that if the line was not old, just curled, to spray it good with WD40 the night before. I found that this application of WD40 freed up my reels also. I carry a big can in the boat and one in the truck and even use it sometimes on my lines that I've been using all day when it starts to act up. He said the trick is to always take off the first ten to twenty feet of line each trip and then spray it. He says to always change lines every three trips and if its a super important tourney, change your line then spray!

Using Scrap Foil For Hobby, Pastime and Profit

A very interesting little practised craft, is creating effects with scrap foil. It is a cheap medium to work with, supplies being obtained freely from the wrappers of sweets, chocolates, biscuits, cigarettes, and other articles. If one prefers to use new foil, it may be obtained quite cheaply, and there is no waste at all.

Pictures of your own design, calendars, trays, advertising signs and firescreens are but a few of the articles that can be made in a wide range of patterns and colors. Materials required are few, and consist of a piece of glass, the size of the article being made, cardboard, Indian ink, photographic paste, and passe partout binding.

As an example, let us begin with a colorful picture of a basket of flowers, selected from a glossy magazine. Most pictures are suitable for this type of work, but those with small details should be avoided.

Transfer the main outlines of the design on a piece of tracing paper, then place the blank side of the paper against the piece of glass; back it with cardboard, and secure the whole with elastic bands or paper clips to prevent movement. The design should now be seen reversed, as in a mirror.

Thoroughly clean the front of the glass to remove any fingerprints of greasy

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patches. With Indian ink, black out all of the background, leaving the parts that will show the foil clear. When thoroughly dry, apply a second coat of ink. After allowing that coat to dry, the paper and card may be removed. Cut the foil roughly to the shapes required, and using photographic paste, place the pieces in their respective positions on the inked side of the glass, and smooth the foil gently. If the foil slightly overlaps the ink, it does not matter; it will not show.

Build the picture up from the center to the outside, and finish one color before starting on the next. Cover the finished work with paper, and smooth gently but thoroughly all over to ensure that every part is firmly fixed. When dry, coat with clear varnish, and leave to set.

Place the backing cardboard into position again, not forgetting to fix any hangers if they are required, and then bind the edges with passe partout.

Even the smallest piece of foil left over will have a future use, and every bit however small, should be saved. In the case of buildings, remember that light windows should be shown in silver or gold foil, an skies should of course be blue, grass green, etc.

How To Grow Fishbait At Home With No Effort

Mealworms are easy to grow at home. These come in two sizes -small and giant. I like the small's, but I have a buddy who grows the giant's. Get a new 5 gallon bucket (no lid). Buy these from your fast food places for around \$1.00. Then go to the bait shop and buy a couple of boxes of the size mealworms that you want to grow. Do not mix them!

I started mine with a big box of Kroger Cost Cutter Oats, but Quaker Oats will do. I now use hog brand meal. We buy one hundred pounds (several of us split it) for \$6.00 from a farm supply place.

Now fill the bucket about 1/4 full of meal. Dump in the worms (the more you start with the better). I got about 1,000 from a friend. Now slice up a potato and throw it in (you can use apples, fresh corn cobs). What we're looking for here is something to hold moisture. I use only potatoes.

Buy some nylon screening from the hardware store to cover the top. You do not have to tie it in place. The bugs do not fly. Now the worms will turn into grubs, then black bugs, then die. It will look like nothing's in there (wait). Feed potatoes and meal when you think it's necessary. I add 1 potato per week now, plus a cup or two of meal. Leave old stuff in bucket. The stuff that looks like powdered residue are eggs -that's your next crop.

This process takes a couple of months, but you will have worms of all sizes, black bug and grubs eventually. I fish with the worms and grubs. I ice fish mostly with the grubs and smaller worms.

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How To Make Photography Into Dollars For You

HOW TO TURN THE HOBBY OF PHOTOGRAPHY INTO THOUSANDS OF EXTRA DOLLARS FOR YOU

FREELANCE PHOTOGRAPHY AND YOU Do you enjoy taking photographs? Are you the kind of person who brings the camera everywhere with you? Do you never miss an opportunity to take a picture? How good are your photographs?

If you possess some skill at camera work and love doing it, then you have a marvelous opportunity in front of you if you wish to take it. There are many people who have taken an enjoyable hobby and turned it into a thriving business. There are others who have simply made a lot of extra cash doing something they would have been doing anyway, pay or not. What about you? If photography is your hobby, your passion, what about exploring the numerous openings out there for good photographic work? People love pictures and virtually any occasion for picture taking is an opportunity for the photographer to earn some extra money.

Cameras are so sophisticated today, you don't even have to be an expert at picture taking, just able to read and follow directions. If you have the motivation, this is an area that has plenty of room for new blood.

Your advantage over professional photographers is that you can charge a lot less and still produce some quality pictures your client will love. At the same time, you can save that individual a considerable amount of money for a fabulous result. What could be better than that?

If you organize your time well, you can spend some nights and especially weekends seeing a lengthy number of clients. It would not be unusual to earn more in your spare time with photography than you do in your regular job. That could be the indication you are in the wrong profession!

Whether it's weddings, portraits, models, greeting cards, newspapers, aerial photography or some other form of photography, the opportunities abound for the person willing to give it a try.

Photography is here to stay. Even as people cut back during tougher financial times, the desire for photos reasonably priced is, and always will, be there. Yes, there is competition, but if you expand your natural market of family and friends, there are plenty of jobs to go around.

You'll probably even find a certain type of photography that you like best and gravitate towards that almost exclusively. Who knows what could happen once you launch your business?

Books are published annually in the thousands, many of which have a demand for photographs, even if it's only of the author on the back cover. There are specialty books that are produced consisting almost exclusively of photographs and designed for the coffee table.

How about local businesses? They may be doing a sales Photography piece which requires a photograph. An insurance plan that's intended to be used as a savings vehicle for a child's college education likely needs a photo of a child or a teen in a cap and gown for its cover. These type of possibilities are limitless.

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The more versatile your photography exhibits, the better chance you have of making a good living. A lot of photography is seasonal, thus your ability and willingness to do all aspects of photography gives you year-round possibilities. While you may have no weddings to shoot in November and December, you could be filming portraits for holiday gifts and cards.

The important thing for you is to set a goal and stay with it. You might want to start out small and work your way up to more and more types of photography and longer and longer hours.

You don't need very expensive equipment to get started. Some great shots can be achieved by a regular camera you can purchase in a retail store. Add to that a tripod and maybe a spotlight for certain shots and you're in business.

A camera is one of the best ways to earn some extra money for yourself or to transport you from active hobbyist to legitimate businessperson. The key is your desire to get the job done.

SHOULD YOU BE IN BUSINESS FOR YOURSELF?

This is a question you must ask yourself and give an honest and accurate answer to before you can begin your journey towards part-time work or complete self-employment. There is a lot to building your own business and you need to be committed to this action from the start to make a go of it.

Beginning your business is as simple as establishing an objective for your work. Is it to do occasional portraits only? A few weddings on the side? Photography contests now and then? Or is to do all three in increasing numbers of hours per week?

Only you can answer this question. Your success doesn't depend on whether you do this work part or full-time. The success will come from identifying your end-goal and working towards it, no matter what it is.

You must believe that you have the ability to accomplish the end objective you've laid out. If you lack this self-confidence, there is a better than even chance you won't make your goal. Positive motivation is the stuff of winners. Winners can create successful business ventures on any scale they choose. If it's to earn a couple of hundred dollars extra per week, great! Go for it! If it's to earn six figures and working at it full-time and expanding to a couple of studio locations, then aim for the goal, think positively and set the wheels in motion. Map out a game plan that includes daily, weekly and monthly objectives. The smaller your ambition, the shorter the list. But it doesn't matter. Strive to achieve the level of success you know you want. That's the bottom line.

Establish your limits early. Are you willing to work weekends? Are you able to travel? Do you want to specialize? These are the types of questions you need to ask and answer in order to develop a proper game plan. Without this information, you will be operating without really knowing where you're headed and what track you're on.

Do you need any additional training? Do you know how to photograph a wedding? Are you familiar with light ranges? Should you take a couple of photography classes from the local community schools or programs?

Make this assessment carefully, because you may not yet be ready to proceed if you still feel that you need some schooling. Build this into your initial game plan. You

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may still be able to practice your photography on the weekends, taking shots which you can submit to newspapers (perhaps) and photography contests. Knowing what you need is as important as knowing where you ultimately want to go.

There are a wide range of photography magazines that you can review at the local library or subscribe to on a regular basis. Education is as important as anything else in running a business and you'll need to keep abreast of the latest developments. Some of these magazines can give you job ideas as well as important details on new camera types and techniques.

You have identified your market, set your objectives, analyzed your educational needs, checked your equipment, selected the areas of photography that you could start out with and established daily, weekly and monthly objectives for a specific time frame, like 6 or 12 months. It sounds like you're ready to go!

WEDDINGS

A wedding is the most important day in the lives of several people. For that reason, it is an occasion they wish to remember forever. What better way than with pictures to look back on this favored day?

Part of the wedding preparation is the selection of a photographer. While all couples want to remember this day in pictures, a number of families cannot afford the services of a top-notch professional photographer. They are willing to spend some money, however, which makes it a good opportunity for the photographer willing to work a wedding.

The first thing to establish is what the bride and groom and their families want in the way of pictures. One would assume they'll want before, during and after pictures, all dressed out in a memorable album or two when it's over.

You should know what your costs will be for the film and albums you'll need to process the photos and complete your task. You should then add to that an hourly rate (\$50, \$75, \$100?) based on the estimated number of hours you'll be working. This will help you arrive at your total costs to charge the family.

They should know this number ahead of time and you should prepare and sign a contract so that everyone is aware of what you are charging and what they have to do. Sample types of contracts should be in your local library to review. Once you set up a standard contract for your business, you can use it for most occasions.

Make sure you identify all of the various people who will be at the wedding. The couple and their parents may have specific people they want you to take numerous shots of during the affair. Be sure you ask all the right questions to find this information out. This album is important to them and you want to be sure they are getting what they want to the best of your ability.

Other contract features should include a disclaimer for photographs that don't come out due to equipment failure through no fault of your own. In addition, you should keep the negatives and the contract should contain a release allowing you to use those photographs in advertising for other wedding business.

Get as many photographs taken before it all begins. This way you avoid competing with other "photographers" who are snapping pictures at the same time. Walk around

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the church ahead of time and find out where you can stand and where you can't to get the pictures you need during the actual ceremony. Some churches restrict your photographing area, so know this in advance and plan accordingly.

You should construct a standard list of pictures the bride and groom would want you to take. This will make it easier for them to select the pictures they want.

Here's a standard list, put together by various wedding photographers:

PRE-CEREMONY: - Bride with her mother - Bride with her father - Bride with both parents - Groom with both parents - Bride with her immediate family - Bride with grandparents - Groom with grandparents - Bride with maid of honor - Groom with best man - Bride with flower girls, etc. - Groom with ushers

JUST PRIOR TO CEREMONY - Groom's mother entering church with usher - Bride's mother entering church with usher - Groom's father entering the church - Bride with father, about to walk down the aisle

CEREMONY - Bride's and groom's attendants as they walk down aisle - Bride with father walking down the aisle - Bride with father approaching groom at altar - Shots of wedding party at the altar - Shots (if permitted) of bride and groom at altar - Bride and groom kissing - Bride and groom leaving altar

POST-CEREMONY - Bride alone at altar - Bride and groom at altar - Bride and groom with bride's family - Bride and groom with groom's family - Bride and groom with minister, priest, rabbi, etc. - Bride and groom with wedding party - Bride and groom kissing - Bride's attendants (all) alone - Ushers alone

RECEPTION - Entry of wedding party - Different shots of guests (table to table) - Different shots of guests not at tables - Bride and groom dancing - Parents of bride and groom dancing - The wedding cake - Bride and groom cutting the cake - Bride feeding groom - Groom feeding bride - Best man's toast - Bride and groom kissing - Bride tossing the bouquet - Groom removing bride's garter - Groom tossing the garter - The band - The servers - The "getaway" car, especially if decorated - Bride and groom driving away in car

These are the essential choices that usually comprise a wedding album. Couples and their families will modify these standard pieces to suit their needs. In addition to these standard shots, you should try and take as many unusual pictures as you can, especially those that will add some humor and/or sentiment to the day. Remember it is a memorable occasion for the participants and your ability to capture the moments as naturally as possible will get you many recommendations and referrals.

You should collect a deposit before you begin work. This should cover the cost of the supplies plus at least an hour of your time. The balance can be collected when you deliver the album(s). You might want to split the payments up into two even amounts. If the total bill is \$750, collect \$375 before you begin and the balance when you've completed the album.

Speaking of weddings, don't forget wedding anniversaries. Oftentimes, the couple will come back for shots on their anniversary, especially the 5th, 10th, 15th, 20th and so forth.

The 25th and 50th anniversaries are often marked by parties and celebration that

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may include your services. Don't overlook the wedding anniversary market as it is a natural extension of the wedding market for you.

Keep an eye out for anniversary announcements and contact the couple to see if they'd like a professional touch to the festivities. They probably will!

PORTRAITS

With so many young families today placing a renewed emphasis on family gatherings, the art of portrait-taking is as in vogue as ever. With virtually every household in your area a potential portrait customer, this portion of the photography business is too large to overlook.

Families keep portraits forever. Parents use them to watch their kids grow up and then remember those days years later. Not only is every household a prospect, but a well- done first portrait can bring you repeat business from the same family for years.

You don't need a studio to do portraits. You can rearrange one of the rooms in your house and accomplish the same thing for no overhead! Earlier, we suggested a tripod and a floodlight or two. The only addition to those items to set up a portrait studio at home would be some kind of colored background material you can tape up on the walls. Presto! A home studio!

This is not only a home studio, it can serve as a traveling one, too! Bring your background material, your lights and your camera and tripod and you can do your portrait almost anywhere: a client's house, an office, a school building. You have to be prepared to hide any "alien" elements like other lights, tables, pictures, whatever might distract from the centerpiece: the picture of the family members/individual.

In portraits, it's important to have everyone doing the right things. With several people, be sure they are arranged properly so that no one is blocking anyone else. Ask the kids to smile, not to make faces. You can take a serious shot or two as well. You're in charge, although you must do it in a manner that is pleasant, controlled, but firm. After taking a few portraits, you will know what works best, not only in photography, but how to make the discreet suggestions to clients to better ensure a portrait the people will be pleased with for years to come.

There are thousands of memories stored away in pictures and that's a lot of responsibility on you to get it right. But you can do it! Work with a child to make him or her happy, even if you know (or it's obvious) they would like to be somewhere else. Years later, these precocious young clients will be pleased with the effort you made to get the portrait right, as they pull down an old album.

If you're in the position of trying to build up a portrait (or photography) business, you can try an idea many photographers use to get started. They advertise a free or low-cost \$1.00 portrait special for a family member. You sign up as many as you can take and then, as they sit, snap a few different shots of the person. You then do your free or low cost portrait framed (their choice of photo) and then you offer the additional shots and sizes that good pictures are likely to encourage. Not many people can pass up wallet-sizes, for example, of a good portrait. Your add-on sales should make up for the giveaway, generate your own portfolio of portraits you've done to show other potential clients and get your name about town as a competent portrait photographer.

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Children also have their pictures taken at school. The school photos are often done by a portrait photographer — like yourself! Get down to each of the schools, put a bid in to do the portraits and leave samples of your past portrait work. Large towns have several schools as prospects. In addition, drive out to schools that are off the beaten track, but within a comfortable driving distance from you. They may not have someone they use regularly and your professional approach may attract a few offers to do the school portraits.

It may come as a surprise, but portraits don't have to be only of people. Families keep a lot of valuable items and heirlooms in their homes. Unfortunately, crime being what it is today, these luxury pieces are often the target of thieves.

To assist with a potential insurance claim if any of these precious items is stolen, a good picture with the current date on it can be critical evidence in not only identifying the object for the police but in appraising it for the insurance company. Be sure you get a complete shot, brand name (if appropriate) and any specific identifying marks that can help recover the good.

In addition to material things, people often like pictures of their pets. Humans' obsession with their pets certainly extends to photography. If people will dress up a pet or have a special burial plot as if the animal were a family member, you can assume that a portrait is part of the process of pet ownership, too. If you're particularly fond of animals, then it makes sense to pursue this part of the photography business for yourself.

Along with your normal advertising, you can leave your card and a sample pet shot or two at pet stores, grooming places, veterinary clinics, kennels, any place where a pet owner is bound to turn up. People that have show-dogs are good candidates for portraits as our breeders looking to show off their pet, too.

Getting pets to sit for their portrait may require a special touch. If you have a toy for the animal to play with or some proper food, that can usually put the animal into positions from which you can get a good portrait.

If you get some good shots, don't forget to get a release here, too, from the owners as you can use those shots in advertising or there are a number of pet magazines that may be interested in paying you for the photo.

As with all publications, you should contact them first with a letter and self-addressed, stamped envelope requesting writer's/photo guidelines. This will get you information about their submission procedures and what they are likely to be currently interested in receiving. You should also check the library or bookstore (or request a back issue from the publisher) to see what kind of photography is typical in that particular magazine. Understanding the style of the particular publication can increase your chances of having your photographs accepted for publication and earn you a decent royalty!

For more listings of potential magazines, check "The Writer's Market 1995" or "The Literary Marketplace" down at your local library.

You may reach a point in your portrait photography career where it makes sense to open your own studio. Many photographers have progressed beyond their own home studios to a building in which they can set up a specific portrait studio.

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You would have a foyer with the walls decorated with previous portraits and maybe one or two rooms used for portrait photography, complete with a number of varying backgrounds. You should locate in an area that is convenient for your customers to come to. Moreover, you should always maintain your ability to bring your portrait “show” on the road with you. Flexibility is often the key to success in any business. Photography is no exception.

CARDS

The holidays are great occasions for pictures, not only portraits but for cards that are mailed out by the millions. Whether it's Christmas, Mother's Day, Valentine's Day or another holiday, photos and photo-cards are very much in the mix of holiday mail.

You must be well organized to be sure your card assignments are completed on time. Pictures must be taken, developed and converted into “cards” (a photo lab can help with this) well before the holiday to leave the client plenty of discretionary time to mail them out.

Here is an approximate time table in which to prepare your “card” business:

Holiday Month Pictures Should Be Taken By

Christmas

August Easter

November Mother's Day

January Father's Day

February Valentine's Day

October Birthdays/Anniversaries 4 months prior

In addition to the cards, you should encourage portraits or other pictures as a holiday gift. There are many memorable moments when a picture arrives of a grandchild, a nephew, a niece, a cousin. You can earn substantially more by processing picture and portrait orders in addition to the card work.

The other card opportunity is with new babies. Most of the time, the new parents like to notify their relatives and friends of the new addition to their family. What better way then with a birth announcement card, complete with picture?

This is all part of working with and staying with families over the years. There are so many special picture moments in the lives of people that a good photographer can almost be like a member of the family, having participated in all of the special memories that dot the landscape for all of us. Don't ever underestimate this! Remember your clients on their special days. Sending out cards is entirely appropriate to commemorate the holidays or a birthday or anniversary. If you took the wedding photos, you will know when an anniversary is coming. If you took a birthday picture, you will have that date. Get as much information about your clients that you can. Not only will they appreciate the remembrance, the opportunity to keep your name in front of them will work to your advantage the next time an important picture moment arrives.

So, cards have two meanings here. First, you can build a nice business creating holiday picture cards. Second, a card and a note to honor special occasions in the lives of clients can remind them that you truly care about them. Both are important!

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NEWSPAPERS

Think about it. You buy the newspaper regularly, don't you? As a photographer, the photos in the paper are probably of special interest to you. While others linger over the headline or perhaps even the story, you are studying the picture to look for technique or maybe how you would have taken the shot.

Small towns have publications that go beyond the scope of normal news reporting, preferring to concentrate instead on the events that affect the local community. It might be a Friday night or Saturday afternoon football game, a charity ball, a church bazaar, a historical commemoration event, these are all local news stories that weekly publications will have an interest in covering. This means pictures! Smaller publications, especially of the free variety, are not likely to retain a full-time photographer, so freelance work is relatively easy to come by. Good pictures often sell these publications, especially with locals who like seeing their faces in the local tabloid. Keeping track of school events, whether it's sports activities, talent shows, plays, dances, contests and, of course, graduations can keep you busy from week to week. There are also important community meetings which are held such as council or school board events. Someone will be there with a pen to record the proceedings, but a photograph to accompany the story is always welcome. Many writers would prefer to write and leave the picture taking to someone who is professional and reliable rather than have to worry about both story and pictures.

Many editors of small publications don't necessarily have the time to get to every event to shoot the necessary Photography film, either. They are usually a one-person band and need any and all help they can. They probably have a small budget for pictures and once you develop a reputation for being there with your camera and getting good shots, you'll have regular work.

Start by taking a few shots of events and bringing them in to the editor. An editor will want to see examples of the types of pictures the paper is most likely to want, hence the importance of attending events and snapping shots. The editor may well be interested in what you've already taken and you can discuss fees at that point. You may want to even give a couple of the shots away in exchange for ongoing work. If you live in a small town, you will be familiar about where to get information about events of interest to the paper. The editor may give you assignments, but you can often come up with your own ideas. Visiting the local businesses regularly can get you both the town gossip and news about potential photo opportunities. You may even find potential advertisers for the paper!

Awards ceremonies, neighbors' hobbies, church youth programs, library-sponsored readings, almost anything you can think of has the possibility of being a photo-worthy event. All you need is your camera. Low overhead. Great potential. What could be better than that?

SPECIALTY PHOTOGRAPHY

Have enough ideas yet? No? You'd like a few more? There are many other specialty opportunities for ambitious photographers.

ATTORNEYS: There is a series of detective novels out that features the adventures

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of a private detective who can't pay his bills, so he moonlights for a liability attorney. His job: to photograph accident victims and locales to return to the barrister to see if there is sufficient evidence for a lawsuit.

These novels may be fiction, but most writing is grounded in reality. Certainly that is the case here. How many trials revolved around photographs of evidence or victims?

Attorneys need this kind of photography. In many cases, it isn't for the weak stomach. There are car crashes, fires and other difficult situations into which you'll be thrust. You have to want to do this type of work. If you do, there's plenty of it out there for you.

Start by contacting attorneys in town and send them a resume and samples of your work. While they're not looking for great art with these photos, they want reliable pictures. Photography and photographers who will know what angles to shoot and who can make snap judgments at a scene.

Scheduling flexibility will be important here. If you hold down a regular job and are running your photography-based business part-time, this may not be a practical area of specialty. Lawyers can't necessarily predict when these photos will be needed any more than you can forecast the weekend horse races. An accident will occur and you'll be needed. Expect late night calls and the need to drop what you're doing (within reason) and rush to a scene.

Since this information, may well be used as evidence, you will need to be accurate in your written description of the photograph as well as precise in noting exact time and date for the record. Sign the back of your photos so that you can easily identify them if called on to testify in a court of law. It also prevents other pictures from being slipped in and misidentified by you as you'll only swear to the authenticity of the photos you signed.

You'll probably be paid (as the detective in the novels was) on a per scene basis plus mileage expenses. You might also work out an hourly rate instead as it could be time consuming work in some cases.

Either way, there is a substantial amount of legal photography business. It's another area to explore.

COMMERCIAL: If you've set up a portrait studio in your home or otherwise, you can likely find work in shooting products for businesses to use in advertising and sales brochures. Almost any type of written work published by a company has some type of artwork to it, at least on the cover. Often, this artwork takes the form of a photograph.

Unlike people and animals, products will sit still. No need to get the product to smile. Consider it a "still-life" shot and arrange the product or subject to photograph in the most appealing manner.

The shots could be for a catalogue, or a brochure, a manual, a trade show layout, inventory, I.D. pictures. There are endless possibilities with businesses.

You probably know the larger sized businesses in the area. Call on them first, armed with your portfolio. They are usually utilizers of commercial photography. While they may have a photographer as an employee, there could well be too much work for one person to handle. It's not enough extra work to justify hiring a second employee,

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but sufficient to hire a freelancer - you!

Your local Chamber of Commerce can give you a listing of area companies ranked by size. Work your way down that list. The need for pictures are there and it's merely a question of who's going to shoot it.

CHURCHES: Just as school graduations are an excellent time for photos, so, too are "graduations" in church. Confirmations, bar mitzvahs (in the Jewish faith) are all important life events for the participants.

If you belong to a church or synagogue, let the minister, priest or rabbi know that you are available to do photographing. In addition to the "graduations", there are youth activities, prayer meetings, bake sales and other special events that these religious institutions hold that are meaningful to them to be remembered in pictures.

These institutions also honor their own memories in anniversary celebrations. Picture books are often sold as a means of fund-raising. There is a substantial amount of photography involved with a commemorative edition type of project.

As you photograph these events for the church, try and think about how you might use the photos otherwise. Remember, local newspaper publications may publicize a church or synagogue event. This means you can be hired by both the institution and the newspaper to get the same photo. Twice the pay for a single work!

You'd be surprised at the number of photographers and writers who "double up" on their work; in other words, get paid twice for the same job. It's called using your time and talent well. There's nothing wrong with this unless one of the entities has an objection. But, usually with a public event, this is not the case.

AERIAL: A real specialized area is the taking of aerial photographs. If you're not someone who likes hanging out of a plane or helicopter, this isn't the right idea for you. For those that don't mind the high-wire stunt-like activity of aerial photography, it can be a well-paid area of endeavor.

Who needs aerial photographs? Cities and towns, for one, for land development planning. Engineers, for the same reason. Real estate agents, to advertise a property. Newspapers, on occasion, for a story.

If the pilot is unfamiliar with the landscape, you should have the client accompany you to identify the correct object for photograph. It's not easy to pick out your subject from the air. It's definitely not the same as looking at it from the ground.

You'll probably hover some 800-1200 feet above the ground and you'll be moving. Practicing this type of photography first can ensure the desired results. It's not easy, but if you work at it, you'll make a good living at it as the pay scales are high.

You may have to pay your pilot and a rental fee for the vehicle, but you build that into your rates. If you build a rapport with a particular pilot, all the better. There is a lot of trust and instinct in this specialty photography area, so it helps to be working with a familiar face.

The picture postcard business can be a source for these aerial photographs. Even if you are on another assignment, there's no reason not to shoot all the film you have up there. If you get a couple of good shots out of it, you can get paid twice again: once for the assignment and secondly if you sell a second shot to a postcard company or maga-

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zine or newspaper. Try to maximize your time in the air. If you have several assignments, try and do them all on one trip. That way you only pay the pilot and rental fee once for several paying jobs. Arrange your schedule accordingly and work out the flight plans in advance with the pilot.

Aerial photography can be a financially rewarding and exciting business — especially if you like to fly!

There are probably other specialty areas you can work in, but these are the most common. Almost anything you can think of has a need at some time or another for a picture. The possibilities are both endless and lucrative.

MODELS

Fashions may go in and out of style, but fashion photography never will. The demand is always there for a fashion photographer, whether it's a catalogue advertising clothes or a magazine doing a layout.

Modeling the latest fashions to simply posing near a featured landmark all present photographic opportunities. Once you contact local department stores and catalogue publishers (there are thousands), you should have a lengthy list of prospects.

Since a multiple of shots are requested, the time spent and the money earned can be sizable. Moreover, you will meet models who may have portfolio needs of their own. You may even have a modeling studio in your town. Visit it! Chances are there are subjects needing photographs there right now!

If you do a good job on a model's portfolio, he or she will obtain work and chances increase they'll meet other models to whom they can refer you for business. Modeling is a whole network of its own and you can work full-time in this phase of photography and make an excellent living.

If you've done portraits, you will have some experience in posing models. It's somewhat different with models, but if you keep them moving and keep the camera snapping, you are very likely to get the photographs you and the subject both want.

COPYRIGHTING YOUR WORK

When you take a picture, you own the rights to it unless you have made other arrangements via a contract. Since you own it, no one else is authorized to use the photo without your approval. You are also entitled to a royalty on subsequent usage, unless you waive that right.

A copyright signifies an original work. You own what you create, namely your photographs. You took them, they're yours to own, distribute and sell. To receive the full rights of copyright protection, you will need to file the work with the Copyright Office at the Library of Congress in Washington, D.C.

The copyright protection lasts for the originator's lifetime. A work is considered protected from the moment of creation.

The process begins by obtaining an application from the Copyrights Office (phone number is 202-707-3000). You then complete the application and make a \$20.00 check out to the Register of Copyrights. Send that back to the Copyrights Office.

You will then receive notification of copyright approval. From that point, you will

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have three months to supply two copies of the registered work, one for registration and the other for the Library of Congress.

The major forms are: TX: covers non-dramatic literary works such as fiction, non-fiction, textbooks, reference works, directories, catalogues, advertising copy and computer programs.

PA: material to be performed, including music and lyrics, choreography, motion pictures and audio-visuals

VA: visual arts including "pictorial, graphic or sculptural works, graphic arts, photographs, prints and art reproductions, maps, globes, charts, technical drawings, diagrams and models

SR: sound recordings Formal copyright protection is a good idea for you as you create more and more works and get paid for it. It is the only way to ensure full protection under the law. There are many opportunities for misuse of other works and this happens. For further reference, check:

Copyrights, Patents & Trademarks Liberty Press, McGraw Hill 1-800-262-4729

ESTABLISHING YOUR BUSINESS

Are you convinced that there's enough here for you to make a part or full-time living as a photographer? There are certainly scores of chances to take photographs and get paid for it. With this much variety, you're bound to have an interest in one or more of the various areas of specialty.

How do you get going?

As mentioned earlier, overhead can initially be quite low for you. Other than film, a camera, a tripod and a floodlight or two, and perhaps some material to use as a background, you're in business. The camera itself can be a regular everyday camera as people would buy in a store. The models are so good and do so much without your intricate involvement, you can easily get by with a store-bought camera for starters.

You have equipment. Now you need clients. We've made several suggestions already, but it comes down primarily to networking. You have to let people know what you do and concentrate on getting the word around to as many individuals as possible.

Networking is often a reciprocal arrangement. You leave your business cards at a modeling studio and you refer models to the studio. You take "food" pictures for a restaurant and you patronize it. That's the simplicity of it. You build up a group of customers and they do the same through people like yourself. Many towns have "Referral Clubs" for this express purpose. It works well for all concerned.

Networking is an ongoing job. You are always on the lookout for new clients. Rare is the individual freelancer that isn't taking on a new client or two whenever possible. New work is critical to success and can be financially rewarding when coupled with your repeat business. New clients are future repeaters, as some of the earlier clients inevitably drop off for various reasons.

Sending cards to your clients, an earlier idea, is a form of networking. Anything done in the quest for new clients can be considered networking.

You can encourage existing clients to bring you new ones by offering a discount

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on their next service or additional copies of photographs you've already taken. New people are the lifeblood of any business and rewarding your clients with freebies or discounts is well worth the cost since it will be more than made up by the new work. It also encourages continual referrals due to ongoing discounts you may offer. Keep those clients coming!

You can work part-time or full-time under your own name for the business, or you can create a "company" name for yourself such as "Picture Perfect". If you do decide to name your business, you will need to acquire a business license (usually a simple process). Once you have the license, establish a new bank account in that name and "Picture Perfect" is ready to operate.

If you use your home as your studio/darkroom, you'll need to check with your local city and/or county council to be sure you aren't violating any zoning ordinances by running a business out of the house. Don't ignore the codes, especially as you'll be having clients come to the house.

If your city/county prohibits your home-based business, you can either open up your own studio in a commercially zoned site or you can do photography which is done away from home like aerial, weddings, etc.

If you do run a home-based business, be sure you acquire liability insurance for the home in the event a customer has an incident there. Make sure your home/studio is safe and free of any objects which a client could stumble over or otherwise come in contact with and incur an injury.

You can advertise your business in a number of ways from leaving business cards at area stores to taking out a full page advertisement in a local paper. You may be able to "trade-out" advertising space for photographs and not have to spend any money other than on film and development, which you would have done anyway. This gets your name out at the lowest possible price.

Keep accurate business records. If you have an accountant, meet with that professional to set up the record keeping for your business. You will need to accurately record all of your expenses as many of them will be deductible. This will offset your tax liability on the earnings you receive for your photography.

Set up separate statements per client. Write down all the work you do for that individual or company especially if you are on an hourly rate. This is the best and most accurate way to keep track of your time since depending on your memory recall can be unreliable.

You're ready to open your own photography business. What was once an interesting hobby can be the way you make your living. What could be better than that?

Make Your Hobby Pay

It's great to delve into an interesting hobby such as artwork, photography, or crafting paper jewelry. It's even more exciting (and financially rewarding) to turn your special talents into a successful home-based business. That's exactly what Mary Maturi of Cleveland Ohio, Leslie Croyle of Bay Village, Ohio, and Marlene Stephenson of Virginia, Minnesota, did. Each turned her hobby into a cash-generating business complete with

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paying customers and a bank account.

These aren't isolated stories. Men and women across the country are joining the ranks of entrepreneurs converting hobbies into money-paying propositions. It's important to note that none of these women originally planned to start a business. On the contrary, interest by others in their hobbies convinced them to sell their work.

MARY MATURI'S KILLER WHALES

Mary Maturi markets a line of "Killer Whale" petroglyph tee-shirts, sweat shirts, and note cards both in Alaskan gift shops and in natural history museums in the lower forty-eight states.

It all started when Mary and her family spent a year living in Wrangell, a small town located on Wrangell Island in southeast Alaska. One day Mary ventured down to Petroglyph Beach on the island. Petroglyphs are ancient rock carvings left by an unknown people. Using rice paper and different colored ferns, Mary "rubbed" the petroglyphs to capture their images on paper. When others saw her rubbings, they offered to buy them.

"People interest really surprised me, so I thought of other ways to share the uniqueness of the petroglyphs without having to deal with their awkward size (some were several feet in length). That's how the "Killer Whale" notecards were born," Mary says. Using her rubbings as a guide, she created smaller scale pen and ink drawings which she took to a printer to get price quotes for paper, printing and envelopes."

The major cost of printing is making the plates. Therefore, it's wise to get price quotes for different runs of 1,000," says Mary. For example, a run of 3,000 cards might cost around 10 cents per card while a run of 6,000 note cards could drop that per unit cost below 8 cents per card. That decreases your card cost by more than 20 percent - quite a savings. Mary also recommends getting bids from several suppliers or even splitting up the order.

While printers know how to price their printing competitively, they don't make their own envelopes. Mary uses the least costly printer that can deliver the quality of paper stock she desires, but buys her envelopes from a warehouse specialist at a savings of nearly 35 percent from prices quoted by printers and other envelope suppliers. It pays to let your fingers do the walking and get competitive quotes.

Once Mary obtained the cost estimates, she visited several gift stores and museums to gather pricing information on competing notecards. She also talked to store owners and museum managers to determine their interest in ordering. After all, it would make no sense to have the notecards printed unless buyers would purchase at prices that can generate a profit.

LESLIE CROYLE'S PHOTO-FINISH

Leslie Croyle converted her love of photography and knack for framing into a full-fledged photo decorating business.

Leslie and two friends offered for sale enlarged photos of popular Cleveland events such as the start of the Revco-Cleveland Marathon & 10K, and a spectacular shot of the United Way Kickoff's release of thousands of colored balloons in Public Square.

"We hired several photographers to cover the events and used the best photo-

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graphs of the bunch,” say Leslie. Advertisements for photo promotion proved popular. The trio sold 600 photos at prices ranging from \$8 to \$10 a piece, gathering a bit less than \$5,400 in revenues. Not bad for the first venture. Unfortunately, the combined costs of ads, fees for the photographers ate up the \$5,400 and more. “Although we ended up with a loss, it gave us a lot of market exposure and a proven track record,” says Leslie.

Next, Leslie and her friends put together a portfolio of photographs and contacted local businesses. This marketing move landed them a job of photo decorating PJ McIntyre’s Restaurant in a Cleveland shopping center. “We tied into nostalgia theme of the restaurant by contacting area historical societies and arranging to have their vintage photographs copied. It’s important to make sure you have the right to reuse the prints. Ask for proper releases and permission to use whatever photos you have copied,” advises Leslie.

She stresses the importance of networking industry contacts. A decorating firm they worked with on one project led to additional work when that firm recommended Leslie and her partners to some of their other clients.

Since 1987, the photo decorating business has progressed well since its initial unprofitable photo event ventures. Major projects include photo decorating the guest rooms and suites for the historic Glidden House, which has been made into a unique bed and breakfast, and an all-sports photo motif for the Grand Slam Bar & Restaurant in the refurbished Cleveland Flats night spot area.

“From our humble beginnings, we’re now getting into some pretty good sized jobs,” says Leslie. “Just keep bumbling along - don’t give up.”

MARLENE STEPHENSON’S PAPER PROFITS

Marlene Stephenson makes her money tearing paper. Actually, her unique sculptured jewelry draws rave reviews wherever she wears it. In fact, people routinely ask to buy her unique designs right off her dress when she appears at public functions.

Marlene is a medical technician by trade, and her paper profits grew out of a coffee get-together group of friends that met once a week to try their hands at new craft ideas. One day one of the ladies brought a book on making paper jewelry. “I just fell in love with it and made a pin and some earrings to wear to a business meeting. Lots of the women at the meeting asked me to make some for them also,” says Marlene.

As with any fashion item, Marlene pays attention to color schemes and design. Even though she makes several copies of different design, each is unique in color, shading, size, and even texture. Marlene crafts her one-a-kind jewelry to match her customers special outfits.

“With any small business, it’s important to link up with other small businesses,” stresses Marlene. For example, her local hairdresser lets Marlene display her paper jewelry at her shop. Local gift stores either buy the pins and earrings outright or take them on consignment, which means they pay for them after they sell. Marlene also teamed up with several other artists to display their work at trade shows.

“Try to tailor your product to the particular market. With the loon as the state bird of Minnesota, my loon pins always do well at local craft shows,” she says. Likewise, when Marlene sent samples of her pins to trade show in Anchorage, Alaska, she made some

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new designs to capture the wilds of Alaska, These pins included a polar bear, Alaska wild flowers, whales, and fish.

What ever your own hobby pursuits, you may be over looking an opportunity to turn personal interests into money-making enterprises. Investigate the possibilities, calculate the costs, analyze the market, and move forward with your plan of action. Take your lead from these three women who have turned hobbies into profits.

How You Can Preserve Leaves And How You Can Make Novelties From Leaves

To Preserve Leaves:

Place the leaves in a pan and cover them with dry, hot sand. Allow this to cool. Remove the leaves and smooth them with a hot iron. Dip them in colorless varnish and let them dry.

To Make Novelties from Leaves:

Paint large leaves with aluminum or bronze paint. Dip them into a clear plastic paint to set them firmly.

Stop Losing Those Fish (Six Secrets the Pro's Know)

1. The major reason why fish are lost is poor equipment. You as Dad may have the good stuff, but the wife and kids get your hand me down worn-out junk!!! Now you know why they don't want to go with you.

2. Now once good stuff has been obtained, we'll go to the second most important reason - it's maintenance. Clean reels with smooth working drags, rods with good eye-lets - they're a must to land good fish.

3. Line!!! New!!! Repeat, !!!New!!! Put on new line every three trips. What is between you and the fish once you have it on? !!!Line!!! !!!New Line!!! What is that 30 lb. cat, 7 lb. bass or even a big crappie worth, \$1.49 for a spoon of line??

4. Once you've got it on your reel and are using that new line, how about getting into the habit of checking the first three feet of it every 3 to 4 casts. Make it a habit. I've checked, found a nick and retied only to land a big one on the next cast.

5. You're in pretty good shape, but we have two things left which still make a lot of difference. One of them, is to learn one knot, learn it until you can tie it without thinking, in the dark, in the wet, in the cold with fingers' freezing. Now make another habit of checking your knot each time you check your line - knots get weak. Grab your bait or whatever you're using and yank hard. I'm sure a fish will do it for you, but if you don't, and you'll lose him.

6. I left the greatest secret until last. Everyone knows it, but they don't do it and it costs millions of people good fish every year. Buy a good, no several, good hook stones. Keep them where you can see them in your boat, in your pocket if walking. Now just as with checking your line, now start a habit of checking your hooks to see if they're sharp each time you check your line and knot. I've lost a good fish, checked my hook and found it dull.

I didn't hit anything or pull my bait through rocks, so how did it get that way? Your

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guess is as good as mine. During the winter's long nights, go through and resharpen everything. If it won't hang in your thumb nail surface when pulled across it at most angles, it won't hang that big one's mouth either.

You've got them, these tips. Make and break pro's every day on tour. They will help you get into that elusive 10% club. I know - I'm there!!

Money-Making Formulas Of Chemical Magic

FIRE EFFECTS AND ILLUSIONS

SATAN'S BUBBLES: Fill a clay pipe with cotton, keeping the latter in place by inserting a wire screen over the mouth of the bowl. Saturate the cotton with gasoline, then dip the pipe in strong soap suds that contain a small amount of glycerine. Blow easily into the stem as you hold the bowl down just as in blowing regular bubbles. Sail the bubbles into the air and when touched off with a lighted match will explode with a flash.

EXPLODING BUBBLES: A variation of the above can be made by soaking a piece of cotton in gasoline and placing in the mouth before blowing the bubbles. While this method works as a trick, it is not recommended for practical use. Untreated gasoline should be used - do not use gasoline sold in filling stations as this contains lead.

NO-BURN FIRE: Mix six parts of alcohol and two parts of water. Soak your handkerchief in this solution and place on the end of a stick. Light the saturated cloth and it will seem to burn without damaging the cloth.

BLUE STARS: A formula for making blue stars is as follows: Potassium Chlorate 8 ounces; Copper Sulphide 2 ounces; Copper Oxide 1 ounce; Sulphur 4 ounces; Mercurous Chloride 2 ounces; Charcoal 1 ounce. Mix together intimately.

SILVER FIRE: Silver Nitrate when sprinkled on hot coals is another method of producing silver stars and also the burned coal will be coated with silver.

A DEMONSTRATION OF SPONTANEOUS COMBUSTION: Mix potassium perchlorate with granulated sugar and when touched with a drop of Sulphuric Acid, it will ignite.

LIVING FIRE: To one end of a glass tube about fifteen inches long, affix an ordinary gas tip. Soak a piece of sponge (small) in gasoline (untreated gasoline). Place in the mouth. Then blow slowly and steadily through the end of the glass tube. Light the tip and it will burn as long as the breath is expelled.

FAIRY CANDLES: Have a couple of candles on a table. In the wick of each candle place a small piece of sodium metal about half the size of a pea. By touching the wick with a drop of water, the wicks will ignite for a mysterious effect.

RED FIRE: Strontium Nitrate 4 ounces; Potassium Chlorate 12 ounces; Mercurous Chloride 4 ounces; Sulphur 3 ounces; Powdered Shellac 1 ounce; Powdered Charcoal 1 ounce.

GREEN FIRE: Barium Nitrate 12 ounces; Potassium Chlorate 6 ounces; Sulphur 3 ounces; Powdered Shellac 1 ounce; Mercurous Chloride 2 ounces; Powdered Charcoal 1 ounce.

YELLOW FIRE: Potassium Chlorate 6 ounces; Sodium Oxalate 2 ounces; Sulphur 2 ounces; Powdered Shellac 1 ounce.

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PURPLE VAPOR: If a few flakes are dropped into a hot flask or jar, the container becomes filled with a mysterious purple vapor.

PHAROAH'S SERPENTS: This is an old and popular seller of the fireworks companies - a small cone when ignited seems to expel a long serpent-like ash from it. These are nothing more than small masses of mercuric sulphocyanide formed into the shape of cones and which are always lit at the point.

Another formula for making these serpents is Potassium Bichromate 2 ounces; Potassium Nitrate 1 ounce and Powdered Sugar 1 ounce. Mix thoroughly and press into small paper cones of the desired size. Remember to always light these cones at the tip or point of cone.

BURNING AFGHAN BANDS: These bands are usually among the materials of the magician. They are usually made either of paper or cloth. These strips or bands are soaked in a strong solution of alum, after which they are thoroughly dried. Then they are stretched on a flat surface and painted with a strong solution of Potassium Nitrate. Allow it to dry, and when a match is applied to any part of the band it will burn but will not consume the material itself.

FIRE FLASH: Place a small candle in the bottom of a deep vessel such as a deep jardiniere on the stage. Have the candle lighted and the container well away from any inflammable drapes, curtains, etc. When making his entrance the performer tosses a pinch of powdered magnesium metal into the container with a result that a flash of white fire emerges. Keep well away from the container when performing this feat.

CLIMBING FLAME: Soak a length of white cotton cord or string in a strong solution of potassium. Suspend from a support in a dark room and light with a match and an attractive sputtering flame will result.

IMPROVED BURNING CORD: First soak a length of cord in a solution of Sodium Chloride (table salt) and let it dry thoroughly. Then, soak it for a few seconds only in a strong solution of Potassium Nitrate and let dry. This last solution makes the string burn faster, the salt solution holding it together. Small objects may be suspended which, after the string is burned, will still remain in their suspended position.

THE FAST SMOKER: Roll a cigarette with tobacco that has been soaked in Potassium Nitrate and dried. When one lights the cigarette, it will be consumed by the fire to the amazement of the smoker. A novelty similar to those on the market.

HOLLYWOOD FAIRY FUEL BLAZE: The formula for a product on the market sold under the name of Hollywood Blaze, also Fairy Fuel. Mix equal parts of the following materials together: Barium Chloride, Strontium Nitrate, Calcium Chloride, Sodium Chloride and Potassium Nitrate. When sprinkled on an open fire or hot coals, it produces flames of various colors for some time.

NEPTUNE'S FIRE: A spectacular and interesting trick. Mix potassium nitrate 5 ounces; powdered charcoal 1 ounce; Sulphur 2 ounces and Strontium Nitrate 1 ounce. All must be in powdered form and mixed thoroughly. Insert some of this mixture into a strong paper tube about two inches long, well closed at one end and varnished or coated with shellac so as to make it waterproof. Set fire to the open end of the cartridge or tube and place it under water with this end downward. It will continue to burn until all of the

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ingredients are consumed. The best effect obtained will be when the tube is burned in a heavy glass jar.

FIRE-EATING: The following tricks are dangerous and should not be attempted by the novice in this work because even with the fundamental knowledge, some experience is required to avoid injury. As we have received requests for this, it is offered only as information and not with any recommendation for putting it to actual use. We give two such tricks below:

CHINESE FIRE-EATING: For this a piece of soft cotton cord is used similar to clothes-line material. This is soaked for about twelve hours in a very strong solution of potassium nitrate. Remove from the solution and dry thoroughly, then cut into one inch lengths. Light one of these pieces and place it in a ball of hemp or two, being sure that the hemp fully covers the smoking cord. Place in the mouth and when blowing outward, volumes of smoke are blown from the mouth. Never inhale through the mouth as the smoke will be drawn into the lungs with possible strangulation.

THE CANDLE DIET: This is a special candle, unlike those made from stearin or wax, as you cut this candle from a large apple or turnip. A piece of almond is stuck into the end to simulate the wick. A tip of the almond can be lighted and will burn for a few seconds. When lit, the candle is put into the mouth and devoured to the amazement of the audience.

FIREPROOFING: Materials soaked in alum or sodium hyposulphate (hypo) will not burn. Consequently a very effective trick can be performed by soaking a handkerchief in hypo and after drying thoroughly, holding it in a flame. It will not burn.

DEVIL'S FIRE: Dissolve one part white phosphorus in six parts of carbon bisulphide and keep in a tightly covered wide-mouth bottle. Keep closed tightly to prevent evaporation. To perform the trick gently dip a small piece of paper in the solution and replace the stopper. Hold the paper away from the face and blow upon it. This hastens evaporation of the carbon bisulphide and when completely evaporated the paper catches fire.

WOOD FIRE: Mix together equal parts of potassium chloride and granulated sugar. Place a little of this mixture on the wick of a lamp, then put a drop of sulphuric acid on the end of a stick of wood. By touching the powder on this wick with the prepared end of the stick, the wick will ignite.

RAISIN FIRE: Place several raisins in a dish and pour over them a tablespoonful of pure grain alcohol. Light the alcohol and when it is afire, pick up the raisins one by one with a fork, place each in the mouth separately, chew and swallow. The slight flame of the alcohol is easily extinguished by simply expelling the breath at the time the raisin is placed therein.

BANANA BURNER: A banana may be dipped in burning grain alcohol and eaten without ill effect, the fire being extinguished just as the banana is placed in the mouth along with the raisins. Always expel the breath as the banana reaches the mouth.

Many people are interested in tricks and novelties and several concerns have developed a large business in this field.

You can put up various of these different fire effects and illusions and do a good business. However, care should be exercised at all times in handling and working with

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these chemicals.

SOURCES OF SUPPLY: In small lots most of the chemicals can be had from wholesale drug houses. In larger quantities you should use the technical grades which may be had from most general chemical dealers such as:

J.T. Baker Chemical Co., Phillipsburg, New Jersey

Mallinckrodt Chemical Co., St. Louis, Missouri

Merck & Co., Rahway, New Jersey

McKesson & Robbins, 155 E. 44th St., New York City

Hummel Chemical Co., 90 West St., New York City

Belmont Smelting Co., (for powdered metals and filings) 330 Belmont Ave., Brooklyn, NY

S.B. Penick & Co., 50 Church St., New York City

ALCOHOL from U.S. Industrial Chemicals, 120 Broadway, NY, NY

DRIFTWOOD SALTS

These are made by coating or impregnating coarse sawdust, cork waster and other suitable material with various metallic salts. Pine cones may be coated with the salts as explained below.

The salts mentioned below produce the colors stated:

SODIUM SALTS: Yellow flames. Sodium Chloride (ordinary table salt) is well adapted for this.

COPPER SALTS: Green flames. Use Copper Sulphate (Blue Vitrol).

BARON SALTS: Yellowish-Green flames. Use ordinary Borax.

STRONTIUM SALTS: Red flames. Use Strontium Chloride.

POTASSIUM SALTS: Violet flames. Use 3 parts Potassium Sulphate and one part Potassium Nitrate (Saltpeter).

CALCIUM SALTS: Blue flame. Use Calcium Chloride.

MAGNESIUM SALTS: White flames. Use Magnesium Sulphate (ordinary Epsom Salts).

There are two different methods of compounding these driftwood salts. The first, which is best adapted when sawdust is used as the base, is to dissolve the salt in water so as to get practically a saturated solution. Stir the sawdust into the solution until it is completely absorbed. Then spread out in a thin layer to dry.

As a saturated solution of common salt is likely to give so decided a yellow color to the flames as to obscure the other colors, use about 1/2 ounce of salt to each pint of water.

The other method is to add about 1 pint of liquid glue to 7 parts of water. Crush the salts small (into a fine powder) and add 1 pound of the powder to each gallon of the glue-water mixture. Then dump into the liquid about all the sawdust the liquid will take up, keep stirring and adding more sawdust until the liquid has entirely disappeared, then spread out on a screen rack to dry. This method is primarily well adapted when cork waste is used as the base, the cork waste being much less absorbent than sawdust,

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the chemical being left mostly as a coating on the cork after it has dried.

Best results are obtained by treating separate portions of the sawdust or cork waste with the solution of a single salt, and after drying, mixing the treated sawdust or cork together. In this way, the different colored flames will be more distinctive than if the salts are mixed in a single solution and the base treated with this.

There is no fixed proportion of the various salts to be used to a given quantity of water. With the exception of the ordinary salt, as much of the powdered chemical should be added to the water as it will dissolve, this giving a saturated solution.

Some formulas for "Driftwood Salts" call for the use of nitrates of the various metals instead of sulphates or chlorides, but the nitrates burn too rapidly to prove entirely satisfactory. With the exception of the Potassium Salt solution in which a little nitrate is used, the nitrates should generally be avoided.

Coarse hardwood sawdust is better than pine or other soft wood sawdust as a base. Cork waste, which is commonly used for packing Spanish grapes, and which can be obtained from cork factories makes a very excellent base.

TO USE: In use the Driftwood Salts are thrown on the logs in the fireplace while they are blazing.

Materials may be had from general chemical dealers.

INVISIBLE INK IN POWDER FORM

Inks which can be made to appear and disappear again have always been a source of interest to people in general and a great deal of secret correspondence has been carried on by means of them. Mail order dealers and schemers in this novelty line have been known to have paid varying amounts for formulas for these inks.

A man who put out a good business plan some time ago had as the nucleus of the plan an invisible ink powder to be sold on display cards, etc. The formula he gave was a very simple one, but he claimed it was the best that could be found. He said that out of the sixty or more formulas there are for this product, the majority of these require chemicals that must be secured through large drug houses and must be added to water, properly mixed and filtered to assure good results. A costly and troublesome job - and the simple methods require lemon juice, or milk and these too are inconvenient and expensive to market. The formula he furnished was one ingredient, which was simply WASHING SODA, better known as SAL SODA.

Sal Soda is obtainable at any grocery store even in the smallest village.

A tablespoonful of the washing soda will make half a tumbler of invisible ink. The powder can be put in small envelopes, the pay envelope type; use a good white envelope instead of a cheap manila and have printed neatly, in colors, if possible, and red or blue in preference to black, with words something like:

"(name) MAGIC INK. Just add water. Writing is invisible until paper is heated. Or, dissolve contents in (say how much) water. Writing with this ink is invisible until paper is heated with a hot iron."

The directions for making and using the ink can be printed on envelopes as above or on a separate sheet and enclosed. You can make up the directions better after study of different items of this kind now sold by novelty houses. It might be a good plan to print

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all of the uses for the ink in a more elaborate way on a small circular to be enclosed and if you are marketing other specialties, novelties, jokes, magic books, tricks, etc., advertise some of these on the same sheet. You can have quite a write-up for the ink itself.

Further directions on using this ink: Use ordinary steel pen, a new point preferable; let dry, but do not wet the writing. When paper is dry, message will be absolutely invisible. Hold to light and you will be unable to find a single trace of the writing. Now if you have an electric iron, just heat it, or any kind of hot iron will do. The written message will appear in quite a magical manner.

A show card can be printed or made by hand at a sign studio. Attach the envelope to card with gummed tape so storekeeper can remove them without injuring the card or envelopes. The top of card can have large wording something like the matter on front of each envelope, and the price - about 25 cents - or even up to 50 cents. Then down along each side of the row of envelopes have:

FOR SECRET PLANS; FOR PARTIES; FOR MAGIC TRICKS; FOR CHRISTMAS CARDS; FOR GAMES; FOR LOVE LETTERS, Mfg. and distributed by: (your name).

Put about a dozen packets on a card and sell the cards at \$1.00 or more each to dealers. At 15 cents up to 50 cents a packet he has a good profit. Drug Stores, Tobacco Stores, Book and Stationery Stores, Printers and Novelty Houses, and in fact practically any kind of store can handle this item.

CHEMICAL MAGIC

SILVER AND GOLD STARS: Powdered aluminum when sprinkled on a fire will produce silver star effects. Iron filings used in the same way will give golden stars. By combining the two a very beautiful effect is obtained.

LIGHTING FIRE WITH ICE: Crumple a piece of paper into a ball and into one of the folds near the top of the paper ball place a drop of benzine or gasoline and on this spot, place a small piece of sodium metal. Place this ball in a metal lid or dish so the concealed sodium metal is at the top of the ball. Now, with a piece of ice drop the water from the melted ice into the sodium metal which will cause the paper to catch fire.

CANDLE FLASH: Lycopodium is the powder used in flashlight powders and has been used by magicians when making their entrance on the stage by tossing a small portion into a lighted candle to produce a sudden burst of flame. Always remain at a safe distance from the fire when throwing the lycopodium on the flame.

WATER FIRE: This is similar to lighting fire with ice but provides another interesting effect. Simply drop a piece of sodium metal on the surface of hot water and it will catch fire.

BURNING NAMES: Soak some string in a solution of Potassium Nitrate and water. Allow the string to dry. Paste the string on cardboard in the design of one's name or even pictures. In a dark room light one end of the string and the fire will follow the treated string with unusual effect.

THE FIREPROOF STRING: Soak a piece of string in a strong solution of alum and water. When dry soak it again, repeating this application several times. When dry this has the appearance of ordinary string but it provides the means for an amusing trick. Borrow a ring from someone in the audience. Attach the ring to one end of the string. Tie

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the other end to an appropriate support and light the string with a match. It will burn but the ring will not fall as the unburned alum provides sufficient support to hold the ring.

THE DEATH DEAL: Put a quantity of common table salt into a dish and pour a quantity of alcohol over it so the salt is barely covered. Allow the alcohol to soak up the salt for a few minutes. Turn out all lights in the room and light the alcohol with a match. The yellowish flickering flame will cast a reflection on those around to give a weird deathlike appearance.

GHOSTLY HOSTS: Soak some saffron in a small quantity of alcohol until the alcohol becomes a deep yellow color. Draw off this alcohol and add to it a small amount of table salt. Pour this liquid over a ball of cotton and place on a long carving fork. Light the soaked cotton and those in a dark room will take on a ghostly appearance. Those with a ruddy complexion will take on an olive tint while those with fair skin will appear deathly green. Lips will appear a dark green.

TURNING WATER INTO FIRE: Another water-fire mystery is to have a pitcher of clear clean water and to prove it is water, pour a glassful and drink it. Now pour a portion of this same water into a metal bowl and immediately it will burst into flame. To do this, previously add two or three tablespoonsful of pure ether into the metal bowl and into this place a small piece of potassium not larger than a pen. When the water is poured into the bowl, the potassium ignites, setting fire to the ether which rises to the surface of the water with the effect that actually this water is on fire.

64 Mechanic's Ways To Make Your Car Last Longer

Every 2 weeks or 3,000 miles:

1. Check engine oil, transmission fluid and coolant.

Once a month or 1,000 miles:

2. Check tire pressure - with tire gauge.
3. Check transmission fluid.
4. Check brake fluid.
5. Wax car (to protect finish).
6. Check belts and hoses.

Every 3 months or 3,000 miles:

7. Change oil and oil filter (every 6 months or 3,000 miles).
8. Lubricate chassis.
9. Check transmission fluid.
10. Check all drive belts (fan belts) frayed or cracked belts.

Every 6 months or 6,000 miles:

11. Change oil and filter (every 6 months or 3,000 miles).
12. Inspect suspension.
13. Rotate tires.

Every 12 months or 12,000 miles:

14. Flush radiator, replace antifreeze, check air conditioning system.

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15. Replace air filters.

16. Lubricate chassis.

Every 2 years or 24,000 miles.

17. Replace spark plugs (30,000 miles average suggested for unleaded gas) and PC valve.

18. Change automatic transmission fluid, filter and pan gasket.

19. Inspect brake linings.

Every 3 years or 30,000 miles:

20. Check and test ignition wires (replace if needed).

21. Test cooling system and heating hoses (replace if needed).

22. Check drive belts (replace if needed).

23. Replace fluid in differential and manual transmission.

Every 50,000 miles.

24. Check brake shoes (replace if needed)

25. If you have a major repair to do, it's wise to get at least 3 estimates, if possible, before you decide.

26. Read and follow your car owner's manual - it's your car's bible for making your car last longer.

27. Whether you are a man, woman, boy or girl, learn to do some routine maintenance on your car yourself. A multitude of books, videos, magazines and classes are available at your local library that will teach you for free if you don't know. Learn how to check your own oil, transmission fluid, tire pressure and coolant, etc.

28. If you find a good mechanic who you can trust, stick with him even if his prices are a bit higher - all things being equal. You'll always save time, money and aggravation in the long run.

29. Don't race or gun your engine when you start it up. Accelerate slowly and smoothly when your engine is cold.

30. Avoid burning rubber - it places excessive wear on the transmission, rear end, not to mention your tires.

31. An international tire company estimated that 33% of all tires on the road are under-inflated (low air). Under-inflated tires wear out quicker and have a tendency to blow out easier.

32. A garaged car lasts longer. A car port is next best, and a car cover is a distant third.

33. Avoid jackrabbit starts and stops. Stop and accelerate gradually.

34. Avoid tailgating, tire squealing turns, flying over speed bumps, pot holes and revving your engine.

35. When possible, avoid driving your car during rush hour stop and go traffic periods.

36. Keep front-end aligned, for longer tire life and better gas mileage.

37. Make sure you get promised repairs in writing including how much it will cost.

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38. Avoid car dealers except to have highly specialized repairs done that can't be done properly anywhere else.

39. It's hard to be overcharged when you get three estimates before you have the work done.

40. Beware: Cheapest is not always the best. Normally, the best mechanics with the best equipment and training cost more.

41. Often mechanics that charge extremely low prices have inferior or outdated equipment, little to no formal training or are under-insured.

42. Complex electrical problems are so involved that serious electrical work should be done in an "Auto Electric" shop. They have the equipment, tool and training to do the job more efficiently than the average mechanic.

43. If your car has "Cruise Control" use it. Using cruise control will save you 5% to 10% of a gallon of gas on long trips.

44. Avoid constantly pressing and releasing the accelerator when driving. This practise not only wastes fuel, but it puts excessive wear on the drive train of your car.

45. Don't ride your brake pedal, this wears out your brake linings prematurely, and wastes fuel.

46. Driving with your windows all the way down at higher speeds, will waste 10% more gallons of gasoline than driving with them closed.

47. Research by a major car manufacturer has revealed that neglect of proper routine maintenance is the number one reason for the enormous increase in car repairs being required.

48. Tires purchased at department stores such as Sears, Montgomery Wards, K-Mart etc., can be an excellent value because many are made by leading tire manufacturers. For a list of what manufacturer makes which tires for what department store, write to: Tire Information Center, P.O. Box 677, Syosset, NY 11791

49. When purchasing or changing tires, make sure you have them spin balanced.

50. Avoid cleaning your windshield with a dry rag or towel. Always dampen with water or some other cleaning liquid. Dry towels grind and scratch your windshield hindering your visibility.

51. Avoid turning on the car air-conditioning while running at highway speeds as this tends to put an immediate heavy load on your compressor and clutch. This could cause excessive wear and tear on these components. Instead turn your air conditioner on at car speeds below 25 to 30 m.p.h. This helps to preserve your expensive compressor.

52. Try to avoid running your car with the tank low on gas. Keeping a low tank of gas increases the chance of dirt, water/moisture and rust forming in your fuel system. Keeping a full tank decreases the chance of dirt and other foreign matter forming in your fuel system.

53. Tires driven at 70 m.p.h. wear out almost twice as fast as cars that go 50 m.p.h.

54. A government study has confirmed, the top three causes of car breakdowns while on the road are: (a) running out of gas (b) tire troubles (c) cooling system prob-

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lems (overheating)

55. The best as well as the easiest ways to find a good car repair shop is by recommendation or referrals from satisfied customers.

56. To work on a late model computer-controlled engines, make sure the shop you choose has the equipment to handle computer-electric service/repair. Sophisticated diagnostic equipment is a must.

57. To choose the right repair shop for you, it's wise to have a small or minor maintenance or repair job done first to see how the repair shop and mechanic treat you and your car.

58. Give detailed description of your car's problem when you take it in for repairs. The more you can describe what your car is doing or not doing (thumping, squealing, clacking sound, etc.) the faster and less it will cost for your mechanic to fix it.

59. When in doubt about the cost of a repair or a mechanic's honesty get a second opinion. This is one of the best ways to protect yourself from being ripped-off until you can find a permanent repair shop.

60. Regular oil changes are the most important thing you can do to protect your engine and make it last longer.

61. If you have a manual transmission, downshift to slow your car down instead of using your brakes. This will save wear and tear on your braking system.

62. Each time you have your engine oil checked, have your transmission fluid checked also.

63. Protect your car's interior and make it last longer - park your car in the shade or place a windshield guard or cover in the windshield.

64. If you spill something inside your car, clean it up immediately before it dries. Delaying even 30 minutes can sometimes leave a permanent stain or spot. NOTE: To better protect your car seats have them treated with Scotchguard.

NOTE: According to current auto insurance statistics, the average U.S. car's useful life is 10 years or 100,000 miles. By following proper preventative maintenance you can often double your car's useful life, and spend less time visiting your local mechanic.

How To Catch More And Bigger Fish

1. Don't be a purist. Use live bait. Try to match it with what the fish normally feed on.

2. Using lighter fishing lines. The small size line can't be seen as well.

3. In order to use those light lines, it's a must to have a good working drag on your reel.

4. Smaller, sharper hooks work just as well as the big ones -sometimes better.

5. Try to fish for the type of fish that maybe spawning or hitting.

6. The way to find this out is to spend some time on the phone calling bait shops. You could spend some time hanging out at a good one, listening and talking several days prior to when you are planning a trip, and plan accordingly.

7. Start on the bottom and work your way to the top in stages. Once you catch a

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fish, try to keep your bait at that depth and just move around until you find where they are hiding. If you aren't catching, move until you do. Keep repeating the procedure. Bluegill, crappie, white bass, black bass, sauger, etc.!! are all schooling fish. This means more than one around. Once I find them, we usually catch a bunch.

8. A tip on crappie - they are not like other fish. They don't like to go down after a minnow or bait unless they are in a real feeding fit!!, so fish above them.

9. You can catch more fish by leaving 8 inches to a foot between your hook and sinker.

10. Whenever possible, fish dead line (no bobber) over the side of your boat or off the bank. This will sometimes allow them to set the hook on themselves and you have better control of what you are fishing.

How To Preserve Old And Brittle Newspaper Clippings

Dissolve 1 milk of magnesia tablet in 1 quart of club soda.

Let stand overnight

Stir well and pour into a shallow pan

Lay newspaper clipping flat in pan and soak for 1 to 2 hours

Carefully remove and place on soft towel to dry

The clipping will remain preserved for several decades.

A Simple Method Of Selecting The Right Octane For Your Car You May Be Spending Too Much on Gas

Your gasoline bill may be too high if you are using fuel with a higher octane rating than you need.

The best way to make sure you are probably using the right octane rating for your car is simply to check your owner's manual. But still, this rating may be higher and more expensive than your car really needs. The following simple method will help you select the right type of gas for your car.

First, make sure your car is in good running order. Have it tuned up by a competent mechanic.

Now fill your tank up with the gas you usually buy, the grade specified in the owner's manual. Warm the engine up by driving a few miles and come to a complete stop. Now accelerate hard.

If you hear the engine knocking or pinging, this gasoline is not the right kind for your car. Use up the tank and the next time you fill up, buy the next higher grade. Repeat the acceleration test. If the engine doesn't ping this time, this is the octane you need. If it still pings, you should see your mechanic.

If on your first acceleration test, your engine did not knock or ping, you can fill your car up the next time with the next lower grade of octane. Repeat the acceleration test. If the engine begins knocking or pinging, this gas is inadequate for your car's needs; go back to the octane specified in the owner's manual. But if the engine doesn't knock, you're safe to use the lower grade octane.

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Now you're sure you are using the right grade of octane for your car. You can expect top-notch performance from your car and more years of service. It is good to remember that sometimes as a car ages, octane requirements may change. Check that you are using the right octane every once in a while. Carrying heavy loads and driving in extremely cold conditions may also affect your required octane rating.

How To Stop Oil Burning In Your Car, Truck, Boat Or Tractor! Keep Old Cars Running Long Past Their Prime

Thanks for ordering this report. It was a wise decision. Now, in all probability, you won't have to junk that "old friend". You won't have to pay \$500 to \$740 for major repairs or a new engine. You're about to discover an amazingly easy, economical and effective way to stop your car or truck from burning oil; to restore compression and end plug fouling!

Before getting down to the "1-2-3's", let me tell you about my experience and what led to the publishing of this little-known information.

Less than a year ago I bought a "cherry" 1967 Chevy half-ton - a one owner Camper Special that had always been garaged and used solely for recreation. The chrome glistened, the upholstery looked new. The original paint still gleamed with nary a dent or ding. It had all the "goodies" - air conditioning, tranny cooler, even a 110 volt converter for powering appliances while camping.

The odometer read 68,678 miles, and as wear was minimal on the brake and accelerator pedals, I believed the numbers. The owner was buying a new truck and asked only \$850. I promptly paid without quibbling, figuring I had a real buy. Drove my bargain about 600 miles and it used very little oil. But, the engine was running a bit rough. Time for a tune-up.

The analyzer showed average-good compression except for one "low" cylinder. "You're getting close to 70,000 miles," the mechanic remarked, "and about due for a valve job. It's a good investment for a truck in this shape." I agreed.

Paid him \$150 for the valve job and the fun began. For the first 20-30 miles I rejoiced in my "new truck" smoothness and power. Then, I noticed that I was being followed - by billowing clouds of blue-gray smoke! I went back to the shop. Carburetor may be out of adjustment? No such luck. That smoke was burning oil. The mechanic stared at the engine and scratched his head. Finally, he pointed at the 110 volt converter. "I got a feeling," he said, "that there is the culprit. Your engine's got a lot more miles on it than you think. They guy you bought it from probably ran the engine plenty while the truck sat, generating juice for his TV, lights, chain saw, you name it."

What happened was, the increased compression resulting from the valve job, forced the oil past the worn rings, creating a real "Old Smokey!" Drove it that way for a few weeks, but I was burning a quart of costly oil every 200 miles and getting cross-eyed, looking for (and trying to avoid) cop cars. The plugs fouled so fast that the whole rig shuddered and bucked like a goosed bronco, just a few miles after installing a fresh start.

In short, I was in the position you are now... owning a basically good vehicle you

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want to keep. I, too, was unwilling to pay the cost of the usual remedy, or buy a new car or truck at today's inflated prices. Like you've probably done, I went to an auto supply store and wistfully read the labels on additive cans that promised to stop oil burning. Picked one up and walked over to the clerk.

"This stuff any good?" I asked. He, more honest than sales oriented, replied: "Dunno. Never heard of it really working." I walked out without buying.

Couple of days later, trailing my usual cloud of smoke, I stopped at a small gas station-garage at the edge of town. The owner, a thin elderly fellow in grease-splotched bib coveralls, walked over while I was hosing-in gas.

"Nice lookin truck," he commented. I nodded. "Saw your smoke," he added. "Thinkin of rebuildin the engine?" I replaced the hose in the pump and turned around. "Maybe later," I shrugged, figuring he was trying to drum up some business. "Costs too damn much."

He grinned. "Twenty bucks sit favorable?"

"For what?"

"Fixin what's wrong. Go get a cup of coffee down the street. It'll be in good shape when you get back."

"You've got to be kidding!"

He wasn't. Told me he had been a mechanic for nearly 40 years and had rebuilt countless engines. But, for the past year or so, since learning of a new product and devising his own technique for using it, he wasn't doing much rebuilding. "Gettin too old," he complained, "to keep tearin engines down and puttin em back together."

Twenty minutes later, I drove out "memorizing" some instructions. My smoke plume soon disappeared and the engine ran progressively better. Almost immediately oil consumption and plug fouling stopped. Today, nearly 15,000 miles later, I still don't add oil between changes and you never heard a better running old truck! Now, here's the "Secret Technique" that venerable master mechanic revealed to me, which you can easily do yourself:-

First, check for and correct any oil leaks around valve covers and oil pan. Tightening bolts may do the trick. If not, install new gaskets or have the work done. (This procedure won't stop leaks.) If front or rear engine-bearing seals leak, add a can of "Bearing Seal Additive" after Step #2. Chances are it will stop or vastly minimize the problem at low cost. (It did for me.) Okay, here are the 3 Steps:-

1. Drain engine oil and replace oil filter. You've probably been using a multigrade 10-30 or 10-40 weight oil. Or a straight 30 weight oil. Regardless, replace that oil with one grade heavier, single-weight of oil. During warm months, use 40 weight; in the winter (depending on how far the mercury dips in your part of the country) use 20 or 30 weight. Slightly thicker oil won't hurt that worn engine, and if your battery is good, it'll turn over fast.

2. Add two cans (30 ounces) of Alemite CD 2 for Oil Burning, which replaces one quart of the oil you would normally use during an oil change. (If capacity with new filter is less than 5 quarts, use one can of the Alemite.)

3. Drive vehicle at town-speed, 20 to 35 miles per hour, for at least 50 miles (a 100

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mile distance is better), before opening it up to expressway speeds. That's all there is to it!

Steps #1 and #3 are the real secret, assuring success when the "usual" additive treatment helps little if at all. Here's why, as my mechanic friend explained it to me:-

The Alemite contains a substance that builds-up between ring and cylinder wall, forming a tough, long-lasting seal. Problem is, standard 30 weight (in moderate climate) and multigrade oils are too thin; they don't have sufficient "body" to prevent most of the sealer from blowing past rings BEFORE it can do its job. A heavier, single weight oil retards the blowby and speeds-up the seal formation.

Driving at moderate speed for the first 50 miles or so, also helps accomplish fast seal buildup. Use a heavy foot on the accelerator immediately after treatment, and the fast-moving pistons pump much of the oil and sealer out the tail pipe.

The sealing compound, after setting-up, isn't as hard as steel. So, to prevent seal from deteriorating, add one can of the Alemite when changing oil thereafter. You might get away with going back to a thinner or multigrade oil. But, why bother changing a winning combination!

My success wasn't a "fluke" or something possible only with my type or make of vehicle! I was so delighted with results that I talked a friend into trying the same remedy. He owned a 1976 Pontiac Grand Prix, a real "Oilcoholic" with more than 120,000 miles of hard driving and lousy maintenance. He dropped from an oil consumption of a quart every 300 miles, to zero oil burning. One of his co-workers, impressed with the "born-again behemoth", bought a clean classic - a '65 Mustang Fastback with a real tired engine - for very little money. Using this procedure, he sold it at a handsome profit!

Soon, as the good news spread, I received reports of many successful applications - on foreign and domestic four-bangers, boats, even a couple of diesel-powered farm tractors. That's when I decided to advertise this "know-how" in a small way.

Incidentally, I have no connection with the Alemite company, nor is this report based on any "lab tests". All I know is that this method worked great for me, my friends, their friends, and a bunch of others. I can't see that there's any "risk" involved, but my lawyer insists I put this in:- The Seller of this information assumes no liability or responsibility for any vehicle damage resulting from the use of said information, because of factors beyond Seller's control. Use at your own risk."

Look at it this way. You didn't pay \$3 for a "testimonial." You invested a small amount for information that can save you hundreds of dollars. Your present car or truck can now provide you with many months, or even years, of additional service... postpone the need to buy a new vehicle, for a long time to come.

Alemite CD 2 for Oil Burning usually retails for around \$2.25 per 15 ounce can; Engine Bearin' Seal, for about \$2.50 for 15 ounces. Both products are widely sold at supermarkets and of course, auto supply stores.

NEVER GIVE UP!

Start A Pet-Sitting Service Turn Your Love of Animals into a Profitable New Venture

CAREER OPPORTUNITIES. Flexible hours, Promising salary. Holidays negotiable. Be your own boss. No experience necessary.

If you spotted the above ad in the Help Wanted section of your local newspaper would you laugh, "Too good to be true"? But it is true! Have you always said, "I'd never have the money or the skill to start my own business." But you do! One of the easiest businesses to start and operate requires very little money. The only necessary skills are patience, time, and lots of love. The business? Pet-sitting!

Jackie McDonald owner of Jackie's Pals in Houston, Texas, started her pet-sitting business after working eight years in a doctor's office. "I wanted to do something I enjoy," she says. "I love animals and I find this work is very calming." McDonald spoke with other pet-sitters in her area and discovered how busy they all were. She felt her neighborhood could support another pet-sitter. She was right. McDonald just completed a very busy and successful holiday season.

Pet-sitting involves going into someone's home and caring for a pet when the owner isn't available. The service can include plant watering and mail and newspaper pickup. The focus, however, is on the animal. Pet-sitting saves a client and the animal the aggravation of dealing with a kennel. Clients expect a variety of services: feeding, watering, litter box cleaner, pill giving, and especially some Tender Loving Care for a lonely animal who misses its master.

ADVANTAGES, DISADVANTAGES

Owning a pet-sitting business has many of the same advantages of owning any business - you are your own boss, you set your own hours (depending on the number of clients you serve per day), and your paycheck will be limited only by your willingness to work. McDonald especially enjoys the flexible hours. "I also work out of my home," she says, "and that's a big advantage," Another advantage of pet-sitting is the opportunity of getting to know some real characters: Missy, the cat that only eats facing north (a real example, believe it or not), or Rufus, the blue-footed Amazon parrot who refuses to stay in a cage. Your list will be endless. McDonald describes the pleasure she finds in meeting both pets and their owners, "Ninety-nine percent of the people are very nice. Most are concerned about their pets or they wouldn't call me. And the animals love me no matter what."

As with any business, pet-sitting has a few disadvantages as well. If the business is to succeed, long hours and hard work is necessary. "This is not a get rich-quick scheme," McDonald says. Holidays will be especially busy. Servicing fifteen pets, each two times a day is not an unreasonable expectation. This doesn't leave much time for football viewing on New Year's Day. Unless you're a real animal lover some of the tasks can be unpleasant: Who wants to clean a litter box twice a day for two weeks? But that wildly wagging tail or the purr of a lonely animal that greets you at the door does make it worth the trouble. So do those paychecks at the end of the Christmas holidays. "You must truly love animals," McDonald advises, "or you won't enjoy this business."

NEVER GIVE UP!

START-UP COSTS

Start-up costs for pet-sitting business are small. Expenses can be divided into three categories: marketing, insurance, and transportation. Initial outlay can be as little as \$200 or as much as \$300 if you choose to pay for a visit to an accountant. That isn't a bad idea. An accountant can explain tax laws and policies governing this type of business. In some states, for example, he or she will tell you not to charge sales tax because you perform a service that is not taxable.

Although most clients will come your way by word of mouth, invest in a few marketing tools. Business cards are essential. Costing anywhere from \$25 to \$50, business cards can be placed anywhere pets are found - pet shops and vet clinics. Because most vet clients have kennel facilities, some may not allow you to place your card with them. Establish a relationship with a vet in your area, though, and he or she will begin to recommend you when the kennel facility is full. Design a flyer and place copies on community bulletin boards, church bulletin boards, at the grocery store, and any other place you can think of. "Welcome-to-the-community" associations may be willing to give your card to new residents, too. Keep trying to get your business known. People will be delighted with this service when they hear that you are a top quality pet-sitter. If you can afford it, buy an answering machine. Once your business is booming, you'll need one to take all your business calls.

Clients will ask if you are bonded. This means that an insurance company finds you trustworthy and is willing to put this in writing. An insurance policy protects the homes you enter. If something is broken while you are there, your policy will cover it. Being bonded, however does not protect against damage to pets while in your care. With this type of policy, your premium increases as your business increases. Initially your coverage cost \$100 per year. As you client list increases, you can pay as much as \$500 per year. Being bonded, however, is worth the expense. Clients are more likely to use your service if they know you're backed by an insurance company.

Keep a log of business miles traveled in your car. Also keep track of gas and auto expenses. These are all tax deductible.

OPERATIONS

What are the mechanics involved with pet-sitting? When a client calls, arrange a meeting before his departure. This gives you an opportunity to see the pet, familiarize yourself with the routine, and get a key. The client also gets to check you out and give instructions. Appear professional. Have a printed instruction sheet ready for the client to complete. Include space for emergency phone numbers and vet information. Also include a section on pet preferences. A pet whose routine has no disruptions is a much happier one when his master returns. The master will be satisfied and you'll reap the benefits by gaining a repeat client.

"Suggest that clients limit changes to a pet's routine," McDonald advises. The pet will be happier and easier to care for. Provide references to all clients who ask. When you're just starting out, ask a neighbor whose cat you've fed once or twice if she'll be a reference. Most clients won't call references, but will be wary if you've got no one to vouch for you. An important note here: ask clients to be specific about when they'll re-

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turning. Have them call you when they do get home. Avoid the disaster of one pet-sitter whose client was three days delayed and whose cat went unfed for that time. When you return your client's key, you pick up your payment.

WHAT TO CHARGE

Determining a fee is a personal matter. McDonald consulted other pet-sitters in the area to determine an appropriate charge. Fees range anywhere from \$5 to \$10 per visit. Some pet-sitters charge more for initial visit and less for subsequent visits. The fee will also depend on the number of pets involved and the amount of trouble they will be. Obviously the household with three cats, a turtle, two birds, and a hamster should be charged more than the one with a single dog. Decide in advance what your limits are, too. If you don't care to feed, water, and brush a horse each day be prepared to say no. Once your business takes off, one turned down request won't affect you.

A wide variety of people will use a pet-sitting service. Certainly vacationers will be a number-one market. Therefore, holiday times will be extremely busy. Some people own pets but have little time to spend with them - couples who both work full time, and singles who travel.

A few words of advice and notes of caution:

Be prepared for a mess. Bored animals are messy little things. They knock over plants, break vases, and chew furniture. Although yours is not a housecleaning service, your clients will appreciate your efforts to tidy things up.

Follow your client's instructions to the letter. Even if no one but you knows Fido ate exactly at 6 P.M., do what is asked. Owners can detect when a pet's routine has gone awry.

Pregnant women should be aware of a condition known as toxoplasmosis. Caused by a parasitic organism found in cat feces, toxoplasmosis can cause severe damage to a fetus. Pregnant women should use extreme caution when disposing of cat feces or else wait until after the baby is born to start a pet-sitting business.

Expect a few complainers. Most clients will love you. Some, however will be annoyed that Fifi's nails grew too long while she was in your care, or that Bucky seems listless since their return.

A pet-sitting business is an easy one to start. The only requirement is a real love for animals. You will find that people are quite interested in your service and are more than willing to pay for it. McDonald sums it up this way: "this is a very time consuming business. But I really enjoy it and I've learned from it. You're certainly compensated and it is very satisfying."

Use Your Talent In Your Own Calligraphy Business

Calligraphy is a business where you use your skill and artistic talents to apply beautifully styled hand lettering to the customer's paperwork.

While calligraphy is considered an art, unlike sculpting and oil painting it is also considered an acquirable one for most people with basic ability and a desire to learn.

A person with basic artistic ability can easily learn this specialty which is in de-

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mand for a number of situations.

Every stationery store gets orders for specialized, hand-letter printing that only a calligrapher can do: wedding announcements (sometimes even addressing the cards), menus, certificates, invitations, place mats, personalized greeting cards, etc.

Orders of less than 100 or so are very expensive to have printed commercially with calligraphy type, (that look machine printed): so there is almost no competition for short-run (less than 500) orders.

Even though a printer can make a thousand copies of a hand-lettered menu in a photo-process, someone (a calligrapher) must do the original!

Few printers or stationery stores have their own in-house calligrapher; they routinely send this type of work out - often to another city or state.

Stores in your area would undoubtedly be happy to have the same quality done faster and probably cheaper (counting postage) nearby!

Learning the art of calligraphy is not difficult for one with a little talent. There are countless books, and kits available at almost any book store; many under \$10.00.

Basically, the fancy effect is attained with broad tipped pens that make wide vertical strokes and narrow ones horizontally.

Drawing a circle while holding the pen in the same position will yield an "O" with fat sides and skinny top and bottom. Turning the pen results in various other effects, and even more are achieved with different pen point shapes, (wider, more rounded, etc.).

The calligrapher normally learns one alphabet at a time, and adds to his or her repertoire as each new one is mastered. Some of the more ornate alphabets (fonts) understandably require more practice, but most of them are variations or additions to previously learned techniques.

To get into the calligraphy business, buy a kit, learn a few alphabets, practice until you feel confident, then put out the word that you are available.

Design and letter your own business cards (or have them printed - see next paragraph). Personally call on shops that sell products that lend themselves to your talents.

Give them your card, leave samples and an idea of your prices, so they know how to quote your service retail. If you both retail and wholesale jobs, be sure to charge full retail to retail customers or risk alienating your wholesale accounts.

This is usually handled best by giving your wholesale customers "suggested" retail prices - and informing them (if they ask) and if you do retail, it is at these prices only (and do it!).

Here is a hint to have some fabulous looking calligrapher business cards. First, lay out your "master" 4 or more times the size it will end up.

The normal business card is 2" x 3 1/2", so four times that size would be 8 by 14. Or, you could make it 3 times as big 6 by 10 1/2.

Print your design and copy (include logo if desired - even if you cut out and glue it onto your "master." When satisfied, take it to the local stationery store and have it reduced to the proper-size on their copier (you may have to whiteout shadows or lines from a glued-on logo).

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When you get to business card size (2 by 3 1/2 inches) you will be amazed at how much sharper it looks! Then, take your copy ready master to a printer have him run off your business cards.

The printer will photograph your card and use his photo offset process - which is easier and cheaper than having to set type and lay out the copy.

If there is not a good printer locally, check Sources, below. While you are at it, have him “emboss” your cards. This used to be an expensive process (and still looks expensive), but now it is simply a special ink that expands (bubbles) when heated (the printer uses a roaster). The resulting raised print effect is beautiful!

Make up sets of samples for your wholesale customers (one set can be copied for customers and you keep the originals to avoid any appearance of favoritism).

Include samples that represent the range of your capabilities and also give potential customers an idea of how to use your services.

For example, a sheet of nice, quality paper with the same message in several different styles, examples of greeting cards, decorated menus, company name logos, a fancy certificate, desk sign, etc.

Samples are suggestive - they can lead to impulse purchases. Fees for calligraphy are usually by the piece (with a letter limit), by the letter (with adjustments for size) or a combination of both, plus any additional decorations or illustrations.

The price also is affected by the amount and detail required. The calligrapher can often expand an order by suggesting the envelopes be addressed in matching script!

The easiest way to price your work for wholesale, retail, or combination of both is to quote everything retail and give your wholesale accounts a 35-40% discount from listed “suggested retail” prices.

This way, your retail prices are “up front,” and you can use the same samples and price lists for both retail and wholesale customers.

It also saves your wholesale accounts the trouble of figuring out or making up their own retail price lists - it makes it EASY for them to sell your products.

A potential problem area in this business is getting the instructions and/or copy wrong. One misspelled name or price can ruin the whole job!

To be safe, keep clear copies of all orders, and have any doubtful job orders initialed. While doing the job you have ANY doubts, don’t guess: call the customer for clarification!

You may also have to experiment with different types of erasing systems and products. Always do this on test scraps first for different combinations of paper and ink, to avoid ruining something in which you have invested several hours of work!

Turning Your Sewing Into Marketable Merchandise

Make, buy and sell needlecraft products such as pillows, crocheted or knitted items, quilts, sweaters and bedspreads. There is a huge market for these items — and even larger number of people who make them. The trouble is that the qualifications for creating these beautiful items (patience, TLC, close attention and years of practice) are

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quite different from what it often takes to successfully market them!

Many people have a great deal of difficulty selling their needle handiwork. Even when they do, they often don't even get back the cost of the materials. To make money in this area you must FIND and then ASSAULT the market!

When you sell only to friends and neighbors, the "market" quickly becomes saturated and only lowering your prices even more seems to stimulate sales. Unfortunately, human nature is such that most people will pay a decent price only for something made across town by someone they don't know.

Some people view an item made by someone they know (other than family) as "home made" — a substitute for the real "store bought" thing. But when they buy an item that was crafted by a total stranger, it is "handmade" — something exquisite (Ah, human nature!).

This explanation does not make much sense, but it unfortunately rings true in too many situations. Even so, it does NOT mean there isn't a good market for YOUR hand made products.

With a little imagination, your items can be marketed tastefully, or better still, SHOWCASED. Compare a homemade quilt hanging on a clothesline beside Grandma Brown's house to a HANDMADE QUILT (same quality) featured in a store window with a pleasing background and a couple of spotlights to show off the beautiful color patterns and intricate stitching!

Think of a clever name; have your own labels made; take some good color pictures of your product, then prepare a brochure or "flyer" (one sheet ad) showing it in its most favorable light.

Draw attention to its detail, fine work, durability and describe how it will become a HANDED DOWN HEIRLOOM in the buyer's family.

Put light colors on dark backgrounds (and vice versa) for contrast in your ads; print (calligraphy would be even better) little cards to "announce" the product in its setting. Tell about the fine materials used and the meticulous work involved — show your products as the valuable, hand made treasures they are!

Show only a few products (even one) at a time to avoid a clustered or oversupplied appearance, which tends to cheapen the effect, whether the medium is a store window or a brochure.

Use as much skill and planning to present your products as do to create them! How about little tags or folders with something like Aunt Martha's Hand Crafted Pillow Covers, "each one created with loving patience and care?" Doesn't that sound more interesting than "Do you want to buy some pillow covers I made?"

You can advertise your products in the newspaper, magazines, or through bulletin boards and clubs. You can offer finished goods, or take orders for them to be made in a choice of sizes and colors.

One way to advertise inexpensively is to offer a sample of your work as a prize in a community drawing or contest, or for a charity auction (just make sure there are not several other similar items — too much competition ruins the effect for everyone).

Another technique is to rent a window in a vacant store or one that will lease space

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or accept a commission on sales made as a result of the display.

Check on fairs and shows on subjects where renting a booth might be an excellent way of meeting potential customers. The “trick” here is to have a “free drawing.” People that stop by your booth can register by filling out a small form and keeping the numbered stub. The “price” you realize for whatever you give away is a list of names and addresses of people who were interested in your products.

Now, you can send them brochures and “special offers”! A stall at a flea market may or may not be advisable, depending on the clientele (some are great for auto parts, but no good at all for hand made tablecloths).

Call on stores in your area that might handle products like yours — ask them to buy yours, or at least take them on consignment (if they do and they sell, switch them to outright purchases later).

If you have or can produce a good quantity of your products, contact a mail order house to see about selling to them, or paying them a commission on sales they make for you.

Regardless of which sales system works out best for you, once you have established a satisfactory “outlet”, immediately start making plans to buy other (noncompetitive) products of equal quality (or take them on consignment), attach your label and add them to your “line.”

You can specify exact products, color combinations quality — what it takes to qualify for your label — which is necessary to maintain your reputation and enables other products to be sold through you.

If you are considering mail order sales, place a few “test ads” in smaller publications to learn which type of ad works best for your product. You need to learn the best wording as well as the best potential market, so keep careful track of which ads are answered by whom (use a box number suffix, suite or department number).

Spend a little time in the library to find magazines that would be a good place for your advertisements, and in others that advertise supplies you need (trade magazines).

When writing to any commercial supplier, always use letterhead paper. The easiest way to do this is to name yourself (use the same name on your product labels).

Order at least a minimum set of letterhead paper and matching envelopes for contacting suppliers.

In this business, as well as any other, records are extremely important. A person who can create quality handmade items is one who should have no trouble keeping neat and accurate records! In the beginning, a simple single entry ledger might be best (unless you are experienced in this area) — because it will serve as a sort of “diary” as well as business record.

The Business Of Candle (And Soap) Making

Create and market your handmade candles. This business, along with its closely related cousins soapmaking and plastercraft does not automatically progress from the hobby to business stage without a good deal of planning and effort.

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The volume sellers must compete with cheaper, less stylish mass-produced and often imported products. But, with perseverance and ingenuity, it can be done!

Candle making is a highly versatile craft — one that encompasses unlimited opportunities for creativity. Candles can be dipped, molded, rolled, fused, layered, sculptured or any combination of processes. They may be colored (dyed, painted or tinted) within and without;; they can be scented or can have embedded materials such as beads or shells, coated or whipped (foamed).

An illustration of candle making ingenuity and versatility is hot yellow-orange wax poured over small ice cubes. When the ice melts and the wax sets, it leaves cavities that look like Swiss cheese!

BASIC REQUIREMENTS FOR CANDLE MAKING ARE:

- * a place to work (it is too dangerous and messy for the kitchen),
- * adequate storage space for materials,
- * a relatively cool place to put finished candles (they will sag in hot temperatures),
- * utensils to melt and blend the waxes, molds and wax additives.

Startup supplies should include wax (sold in sheets or slabs), colors, stearic acid, temperature gauge, double broiler, a heating medium, molds and mold accessories (wick, lead, clay, etc.).

Equipment and supplies to get started at the crafts level should run in neighborhood of \$200 from a professional supplier like Pourette (see Business Sources).

The candle making process is not complicated, but does require time and attention to detail for safety reasons as well as product quality.

Melting wax is highly volatile and can catch fire easily (this is why double broilers are used) if one isn't very careful. In the standard molding process, raw wax is melted and brought to about 180 degrees Fahrenheit.

During this time, certain additives such as stearic acid, colors and scents are added. Meanwhile, the mold is cleaned and sprayed with release (silicon). A wick inserted from the bottom and tied to a stick across the top and the hole in the bottom sealed with clay.

Note that the top of the mold equates to the bottom of the candle, and vice versa! Heavy lead wires (weights) are wrapped around the bottom of the mold.

The mold placed in a convenient position to receive the hot wax. When the wax is ready it is slowly and carefully poured down the side of the mold to prevent bubbles from forming.. The mold is filled to the top.

The remaining wax is kept at ready temperature and used to refill the hollow that forms as the wax shrinks, a natural result of the cooling process.

During this process the mold is frequently placed in cool water to speed the cooling process (the reason for the lead wire). If the candles meant to be hollow (like hurricane candle),, the still molten center is poured back as soon as the sides cool to the desired thickness (about 1/2 inch). When cool, the candle is removed from the mold, the wick trimmed and any final touches made.

Molds can be solid plaster of pairs, metal or metal shells, or flexible plastic. The

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flexible plastic and metal molds are the most popular. It is difficult to make your own molds for many projects. Most anything can be used for a mold — from hollowed out wet sand to paper cones.

To make a flexible rubber mold, coat the subject with the commercial silicon formula and paint on successive coats (after each coat dries) of compound until the desired thickness is reached.

Allow your mold to cure and then simply peel it off and start making casts. The procedure for using most molds is similar except that some need to be fastened together (2 or more parts and some need to be supported (in sand, plaster or even water).

There are unlimited variations that can result in strikingly different and very impressive candles.

One is dipping a partially formed candle into vats of different colored wax, then peeling back layers with a knife to reveal the contrasting colors and textures.

Another is filling a cavity in damp sand with wax, which yields a candle with a sandy surface.

One “secret” technique was discovered by accident. A rubber mold was made of a wooden statue purchased in the Philippines. The statue had been made by aborigines who used shoe polish for a “stained” finish.

The heat from the mold curing process caused the shoe polish to break away from the wood and mar the smooth finish. The resulting mold imparted a pitted or frosted type surface to the molded candle — not desired (and expected) smooth shiny surface.

The candle maker made several black candles and applied bronze. “rub and Buff” and the results were fantastic. The candles looked like they were made of solid bronze and sold like wildfire!

The way to get started is to order supplies and begin as a craft or hobby. Get your wax from as close to home as possible to save on freight (you will need about 50 lbs. to start). When you feel confident of your ability and have a pretty good idea of the market, you are ready to consider becoming a business. Make up some samples, take some pictures and sell.

The difficult part is marketing (due to competition from commercial, import and hobby candle makers). Some suggested techniques are:

a. Concentrate initially on a few items that you can produce expertly on a fairly large scale for wholesaling to gift stores. Examples: Anniversary or hurricane candles.

b. Develop an “original” candle or series and market them as exclusives, either wholesale or retail. Examples: Statue of local hero, school emblem.

c. Visit local retailers and ask what they could use at what price; plan your production with their responses in mind.

d. Set up a display (rent a window in a vacant store) to show candles you have to offer; include a sign with your number or address.

e. Organize candle making classes, charge a fee and sell not only the finished products but supplies as well.

f. Rent a booth at a good flea market each holiday season and “test” the market

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and sell of any remaining stock.

g. Have professional pictures taken of your best work, make up a catalog or send the pictures and descriptions (of candles you can mass produce) to catalog houses.

Anyone who works with candles just a few weeks will automatically come up with numerous original ideas and variations.

That is one of the beauties of this craft — it almost forces you to be creative! Whether you produce a low volume of exquisite, high quality candles or a high volume of easier to produce candles, big ones or little ones is entirely up to you.

One candle may be highly profitable if it is a work of art. Note that candle making does not restrict you to wax only. You can sell other items that are decorated or complimented by candles, such as driftwood centerpieces with candles.

Soap making is very similar to candle making in that they are both molded, colored, and scented.

In fact, many of the molds and ingredients are interchangeable. Plaster craft is also related (the same molds can be used, so long as they are thoroughly cleaned).

For ceramics you use totally different and much more expensive) equipment, though many of the artistic skills are very similar.

The most glaring potential problem area in candle making is the danger of fire from the wax. Don't even THINK of melting wax without a good double broiler and fire extinguisher handy.

If the wax were to boil over, splash onto an open flame (or red heating element) a very serious fire could result. Anytime you are melting wax, make sure it is watched CONSTANTLY and that it is not allowed to get too hot.

Setting Up Your Own Craft Consignment Shop

Sell arts and craft items to the public on a commission basis from your converted garage workshop or basement showroom. If you have access to a public location, a garage or small building (even a portable building) on your lot, along the highway or well-traveled street frontage or can rent space in a marketable area, the consignment business is worthy of consideration.

Note that some small towns these days have stores with very reasonable rent.

Many people who enjoy (and are good at) making craft or art items do not like (or don't have the means) to sell them. Some simply can't (or won't) and others are actually too embarrassed (self conscious) to market their own creations.

Most crafts people do not even recover the cost of their materials! These crafters will welcome a service to market their creations. They won't have to worry about that part of it, and will probably realize more for their efforts even after your commission.

They would undoubtedly realize even LESS than if they sold their own products at wholesale prices. With you taking care of the selling, they can devote their time and talents to creating more products.

Of course you can also make and sell your own craft products in your spare time, or offer instructions to others. This type of business is not limited to any certain type of

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crafts. In fact, it is quite flexible and can easily be adapted to whatever products are available and in demand in your area.

You should have a written agreement with each consigner. The easiest way is to have your terms printed on receipts you give them for their crafts. If there is any possibility of a misunderstanding, make sure they understand the agreement.

The printed terms should have a place for a minimum price desired by the owner and cover a specific period of time so you don't become overloaded with things that won't sell at the prices you must ask. Something like thirty days would be fine for most articles. If it hasn't sold by then you can either renegotiate with the owner or give it back.

Retain a copy of each receipt in your permanent files. You also have the option of buying items outright — the craft person might be willing (even anxious) to sell at a good price for cash. In a very short time, you will be able to judge what will sell and how much it will bring. You can also stock craft supplies —some of which you can sell to your crafters for even more profit and service to your clientele (both customers and clients).

You will be responsible for reasonable care and safeguarding of merchandise consigned to you (insurance for that should not be terribly expensive) as well as collecting for sales, withholding any tax, computing and paying the consignors their share. With this in mind, be extra careful about giving credit, because it will be YOUR funds that are lent, NOT the consignor's!

For consignment sales, it is a good idea to consider renting a store unless you already have a suitable area where prospective customers will come to your display. Build or buy adequate shelves and display areas so you will have plenty of room to "showcase" the craft items tastefully and attractively.

The display area should be well-lighted, neat and offer sufficient protection to goods consigned to your care. There should be enough room for customers to view the items that you have strategically arranged to make them look their best. If the place looks cluttered and unkempt, you will have to lower your prices to match your sales environment (presentation).

The bottom line is that you are in the business of selling craft items. In order to do this effectively, you must present those items to the public in "style", so they will not only sell, but bring the best possible prices. If your place looks junky, people will want to pay junk prices.

Other possibilities include specialty foods such as home grown strawberries, chocolate pies, homemade pickles, etc.. This category, however, requires care not to violate pure food laws or possible liability. If you consider any type of foods, find about any needed permits or even get legal advice before going ahead.

Still other alternatives are antiques, selected household items, holiday decorations and potted plants.

The above alternative suggestions can be test-marketed easily. In the case of potted plants, for example, simply place a few in your display area and see how they do. If they don't sell, try something else; if they do, expand this feature and make more profit.

Use all the free advertising you can get. A way to get it is to write little articles about your consignors and feed them to your local paper —human interest stories: what

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they make, how they make it, and of course, where you can find their fine products.

It would be even better if you could provide pictures. If you do,, use a good quality BLACK AND WHITE film (it is easier to process for printing in the paper).

The editor probably won't take more than one article about your shop,, but he may welcome items about different people in the community (even if your shop does get a lug here and there).

Think of the free advertising you might get by writing little items about art exhibits in your studio.

With a good sign and a little publicity, a small (2 or 3 inch) contract ad in the local paper may be all the commercial advertising you need. This type of ad allows you to change all or part of your copy each week or month, so you can feature different items every week.

People (especially in small towns) get to where they look for your ad to see what is on special each week.

Finally, make sure you take in all craft related activities in your area. Attend craft shows, work with stores that craft supplies (they will welcome the opportunity to tell their customers where they can sell their completed projects), and talk "crafts" whenever you can.

To help create more interest in crafts, consider conducting classes at your place — if necessary hire a teacher and charge tuition to cover that expense.

Building Doll Houses And Doll Furniture

Well built and tastefully appointed hand made doll houses often sell for \$400 or more, especially if they are to scale, realistic looking, well-decorated and nicely furnished.

Materials used to build and furnish high quality doll houses are not necessarily expensive. The real expenses is in the apparent hours of labor and high degree expertise required for their construction.

However, many "expert" doll house craftsmen have no more training or background than a normal woodworkers or wood hobbyists. If you have ever built a model airplane or car, you can probably produce doll houses that will command a good prices. All it takes is a little attention to detail, practice and a few tricks of the trade.

Basically, building doll houses involves selecting and cutting out (according to plans) 1/8" to 1/4" paneling for walls, a little stronger plywood for the bottom floor, and thin panelling with a simulated overlay for the roof.

Cut out the required windows, doors and spaces for stairways. For efficiency, you will probably cut out several parts from the same basic plan at a time.

Check these parts often to make sure they fit properly. Most walls and floors should be decorated before they are permanently installed or you may not be able to get them to apply the desired coatings or linings.

Although you will develop your own procedures, it's wise to follow the plan instructions explicitly for the first few models. Remember that although you can substitute

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materials freely, some substitutions may require different applications from the plans, so be careful!

If you want to try one without a plan (a commercial plan is recommended, at least for the first effort), you'll need a sheet of plywood (or plain 3/8" paneling), some ice cream sticks or tongue depressors, glue, nails (brads), a few pins and screw eyes, a coping or jig saw, plus other normal shop tools. Get wallpaper and linoleum (or contact shelf paper)remnants from the hardware store and fabric scraps from an upholstery shop or yard goods store.

Much of the fun building doll houses is the ingenious and often, unique methods craftsmen come up with to create really amazing effects for doors, windows, roofs, outside and inside decor. Your total material cost could be as low as \$200 including furniture. Of course, the cost can be much higher with veneer walls, silk rugs and fancy furnishings.

Doll house patterns are available from many sources - your public library probably has several books on the subject; discount book sellers offer a wide selection of books, plans and suggestions.

Decorations and furnishings can also be obtained from a variety of sources (several are listed under BUSINESS SOURCES). Subscribe to one or more trade magazines to learn and stay abreast of additional sources for materials, building and marketing techniques.

The first "trick" is to build your doll houses to the scale of the furniture that you intend to use! This is much easier (and smarter) than building one haphazardly or to a standard for which the furniture is hard to get or even unavailable.

This would mean trying to cut little pieces of furniture down or enlarge them to fit a nonstandard scale doll house.

Unless you are equipped to build doll house furniture from scratch to the described scale, stay with the standard scales!

To find the scale of the furniture, measure the height of a table and compare that a similar table in your own home.

If the doll house table is 2-1/2" tall and it equates to yours that is 30 inches (2-1/2 feet), that's a one inch to one foot (or twelve to one) scale. An inch or difference ON YOUR TABLE is not bad. The same procedure works on your house scale. If your doorway opening is 32 by 80 inches (2-2/3 by 6-1/2 feet), then the same size opening in the doll house would be 2-2/3 by 6-1/2 inches. The one foot equals one inch is a widely accepted scale. You can use any scale you want, however, even metric.

A good tip for furniture is to buy imported doll house furniture cheap and refinish it even though it's new (SMC has a nice selection of inexpensive "imported furniture" see BUSINESS SOURCES). Buy a \$1.30 chair, and sand and give it a coat of good polyurethane to make it into a \$6.95 (retail) chair instead of the suggested retail of \$3.95.

Much imported doll house furniture is mass produced by children or untrained workers. It is poorly sanded and lightly coated with varnish or other inexpensive finish (even shoe polish!). Their materials and tools are often poor quality and the finishes usually look and feel rough. Their wood, however, is usually excellent (good wood is cheap

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overseas.

With some fine sandpaper and steel wool, smooth the finish until looks and feels hand crafted. If the stain and finish is really bad, remove it with BIX (at your hardware store), re-stain and refinish it.

This process needn't take long, especially if you do several at once. Give your wooden furniture one or more coats of quality varnish, polyurethane or liquid resin. Spray is fine a dust free area (some overseas furniture makers spray out in the open with cars going by).

Check the upholstery for fit and quality. Replace if it doesn't look nice or go with your "decor" or treat it. Trim loose threads and glue any loose corners. A few moments with piece of doll house furniture can triple it's value. It can also make the difference between a \$40 and a \$400 doll house!

Market your doll houses wholesale through craft shops (usually on consignment), toy or department stores, and/or do your own advertising and sell from your "factory."

If you retail, two things will help immensely: a catalog and a nice display. Take good (professional quality) color pictures of each of your creations from several angles. Use professional backgrounds and lighting to present them in their best possible light.

If you can't afford to have a catalog printed, make up a scrapbook of your work to show both the quality and the variety that you produce. Add comments and prices to make it into your catalog. List various options and prices for each. For example, modifying the layout, adding a room or porch, changing the type of roof.

Next, make arrangements to display your doll houses. This can be a corner of a room in your house or shop or rented display window (check with real estate agents for windows in unoccupied stores). Pictures and advertisements are nice, but you just can't beat the real thing. The closer your doll house display is to where little girls can see them, the better!

You can sometimes arrange with local businesses to feature a display (the bank, bowling alley) for a week at a time. As a local craftsman of note, these businesses will often cooperate, especially if you're good. You get exposure; they have an added attraction for their customers at no cost.

Unless you live in a big city it would probably not pay to advertise continually in newspaper except around Christmas. Of course, if you could get the names and addresses of parents with little girls in the 3 to 10 age brackets, you could mail out brochures with pictures to their parents.

One way to obtain such a list is to offer a doll house as a prize. Contestants fill out coupons with their name and address to enter (which becomes your mailing list). Take part in community affairs to meet potential buyers. Operate a booth at the county fair, give out free balloons at the parade and come up with doll house variations that the local paper will cover (perhaps a model of a prominent local house).

Be sure to have several completed models on hand or at least ready to finish in time for Christmas. This should be your best season. Don't overlook the possibility of building (or finishing) custom doll houses.

For example, a shape something like the family home, painted and decorated to

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match (these would start at \$400!). With 4 or 5 different basic patterns, you could make minor adjustments to come up with quite a few totally different models.

One of your secrets is that you keep all patterns, jigs, molds and simply change outer materials to get different effects.

For example, all of your roofs will be similar, but some can be finished in painted sandpaper or cut out thin panel wood for asphalt shingles and tile. You can probably imprint some wood paneling with brick design, spray it a light color, then roll it with reddish brown to look like brick. Similar designs inscribed on light wood would look like patio and walkway tile.

There is simply no end to interesting effects that can be realized from your imagination and a little experimenting.

The best advice from this point is to remember that the more patience and care you take in building each doll house, the more enjoyment some little girl will receive.

If this is your motivation, you will undoubtedly be a successful doll house and doll furniture builder. Even so, keep accurate records and always try to work out procedures to enable you to produce sections of the doll houses assembly line fashion. This helps avoid mistakes, speeds construction and increase your profits.

Building Scientific Bird Houses For Fun And Profit

Build and sell attractive standard model and custom birdhouses and bird feeders that are scientifically designed for specific species.

This business requires a wood shop and basic woodworking tools, paint, some basic knowledge of carpentry and birds, but not much else. It can be a very pleasant and uncomplicated but highly rewarding business.

To be effective, you need to know something about the birds in your area — when they nest, what size houses, entry holes, whether one or more nest in the same area, and of course, how high off the ground they must be mounted.

If you aren't qualified bird-watchers don't worry - you can only build one type of birdhouse at a time anyway and you can find out all you need to know about the bird's nesting needs at your local library.

As you learn new bird house patterns, you can study up on the birds — one species at a time. When your houses are ready to sell, you will be able to tell your customers all about that particular bird, what it eats, needs, where to place and how to take care of the birds and their birdhouse.

You can start with a single pattern or blueprint. These are available from many sources (some are listed below), which will be for one bird species. You are free to alter the patterns and colors so long as you maintain the basics — keep the entries large enough for the target bird, but too small for predators.

Provide cleverly disguised trap doors for cleaning, different styles of perches and roofs and of course, a variety of color combinations and/or designs.

There are enough variables to allow you to make your own style of birdhouse for any species and still retain the required features.

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Check with the local lumbar yards to find the best quality and prices on materials. You cannot use some types of treated lumbar due to its odor or even toxicity of the birds at close quarters, but you can use a silicone sealer like Thompson's (to prevent rapid weathering).

Let the lumbar yard know you can use odd-sized pieces (which should be considerably cheaper) and many kinds of scraps. A variety of woods will serve you nicely — then you can offer a variety of birdhouse models.

Arrange your working area to have separate places for sawing/sanding and painting operations. Experiment with building, assembling, painting and decorating techniques.

Make jigs and patterns for cutting out and fitting the pieces as close to assembly line fashion as possible. Cut out or buy stencils for decorative patterns (Dover has some nice, inexpensive ones - see Business Sources).

Build your birdhouses with hinged roofs or panels so they can be opened and cleaned each season - birdhouses that are not cleaned are seldom used again.

Commercially available, assembly line (most are put together with unfinished wood and staples) birdhouses and feeders start at about \$5 each, but they are very poor quality at that price.

They are made with obvious scraps, some of which will not hold up outside (e.g. inside grade plywood and paneling) - and unpainted or treated.

You can get a much better price with attractive scientifically designed and well colorfully decorated.

Commercial birdhouses seldom specify the type bird they are designed for — or how high it should be mounted. The reason is simple: they don't want to limit their sales!

You should start with the understanding that you cannot build and sell birdhouses as cheap as the discount stores. You can, however, offer better ones at nearly their price — and make good money.

Since your bird houses are scientifically built for a particular species of bird, you should provide a little info sheet with each house. Tell a little about the bird, its habits and history, and how to get results with the bird house.

This info sheet should be no more than one standard sheet —perhaps an 8 x 11 sheet folded to make two inside pages, each 8 x 5 1/2. The cover could have a title and silhouette of the bird, the back, plain. You can have a little booklets printed inexpensively (see Business Sources section).

Since you need to find out a little about the bird anyway to build the correct birdhouse, you already have most of the information. This little gimmick alone can help you get a dollar or two more for each birdhouse!

You can market your birdhouses and feeders through ads, bulletin boards and posters that feed stores or pet shops allow you to post. You can sell them at flea markets, at a stand along the road, or advertise them in the paper.

Check with real estate agent for a vacant store and arrange to rent a show window until the store is leased.

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Set up a display there for your birdhouses and have a sign that tells people where they can get them.

Take pictures, make up a scrapbook of your different models, add prices and offer to wholesale them to pet shops and stores, or arrange to place them on consignment.

You can even advertise in bird watcher.

If you want to be different or expand your business, offer do-it-yourself kits with assembly, directions and all the parts, nails, hinges, glue, stencils and possibly even paint.

These could be sold for about half the cost of a completed bird house. Your instructions would be included in a plastic bag, along with the same little info booklet mentioned above.

Other possible variations are to paint the birdhouses in patterns to match each other, or the customer's home; selling mounting and/or squirrel guards and other intruder accessories; mounting them, and custom designs (if you are artistically inclined, otherwise fancy stencils).

About the only problem area in this business would be to build too many birdhouses for unpopular birds (like sparrows).

If this is a consideration, it might be a good idea to build several models and see which ones sell best before going into mass production of any one model.

How To Make Money In The Clock Mounting Business

Most successful clock making businesses started out as hobbies. This business involves buying (not manufacturing) clock works and mounting them in unique, attractive faces, holders and motifs that you create. Many different types and prices of clock works are available from various supply houses that you can fashion into works of art.

A clock can be mounted on any number of crafted or non-crafted items: burlwood, toys, funny faces, paintings, etched mirrors, souvenirs, marble slabs, sculptures, photographs, family keepsakes, or just about anything you can imagine.

In fact, you might well come up with a new idea. What about a large picture of your child, with a clock in one corner - or one on a picture of your mother-law (you're "on your own" on this one!).

One enterprising couple made clocks from used circular saw blades: the wife painted scenes and numbers: the husband applied a protective covering and mounted clock works on them.

You do not have to know about clocks or watch repair, or have any special talents. The clock works, whether electric or wind-up come complete, ready to mount.

The main thing is to space the numerals evenly so they look as if they are a part of the object. One technique is to arrange the face numbers on a attractive slab of wood. They can be "spaced" with a paper pattern.

Draw a circle the right size and use a compass to divide the circle into 12 equal parts of 30 degrees each. Center the numbers on the 12 dividing lines, with the bottoms

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just touching the circle. When properly placed, glue them lightly in place to keep them from slipping and apply your finish (usually resin on wood).

When the finish is thick enough and well cured, drill a hole at the center of the proposed dial circle and mount the clock from behind, letting the hands shaft project through the hole. Add the hands, and your clock is finished. Some hand-crafted clocks are really works of art and bring over \$100 apiece!

Prices for quartz (battery operated) clocks start at about \$3 each (even less in quantity), which means that your total materials cost to produce them is considerably lower than their potential value.. In most cases this business results in getting paid for both you time and a profit on the material.

Marketing hand-crafted clocks is worth a little extra effort because the difference in price realized can be significant. Since one of the main selling points is beauty, take some good pictures of your best clocks and mount them in a photo album (a good quality album with nothing but clocks in it). Use a good camera and get shots that show only the clocks with contrasting background.

For example, use a white sheet as a background for a dark clock; dark velvet or a plain, dark wall for a light colored one. Take pictures with negatives, which you can use to have a brochure printed.

Another technique is to set up a display of your clocks — at your place, a rented display window, or in a store (on consignment).

The display should show off your clocks to their best advantage -good lighting, contrasting plain background, with no other distractions in the immediate area. They can be displayed in a dedicated section of shelves or a display case, or even in a suggested decor.

The main idea is to treat them as valuable items, which is how you want potential customers to see them!

To get started in the clock making business, send off for as many price lists as you can for works and mounts. Clock suppliers will provide you with detailed mounting instructions for their products.

In the meantime, experiment with finishing techniques - resin coating, painting, sand blasting or whatever your pleasure. When you have decided what kind of clocks you will start with, set up your working area and get the necessary tools and supplies.

For natural wood finishes, you will probably need things like stains, casting resin, cleaner, brushes, tin strips, wood finishing materials, clamps, saws, and glue.

To obtain an extra thick coat of resin, build a retaining wall (the tin strips) around the piece to form a reservoir. Pour in the resin and tap out any bubbles. When it has cured remove the walls, shape and apply resin to the edges. When satisfied with the thickness and uniformity, polish and assemble your finished clock.

Your first few projects will probably NOT be perfect — in fact, they will probably include several “features” that you will have to learn NOT to do — or at least to do better.

These efforts need not be losses, however. They can be sold for reduced prices at flea markets, given to relatives (presents?), or sold to retail stores (even second hand stores, if necessary).

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Do not show these first efforts to any store or customer that may later be a prospect for your best efforts (and higher prices). If you try to sell imperfect models today, you risk damaging your reputation before it ever gets started!

People who build successful businesses withhold their products and services until they are GOOD. From that point, they NEVER offer anything of lesser quality. This is why Marshal Fields can get ten times as much as KMart for an identical item!

Although you will probably buy your initial supply of materials from your local hardware or hobby store (Walmart carries some good supplies), look for a good source to buy materials wholesale, or at a significant (20-40%) discount.

Experiment with the different materials and DO NOT overlook freebies, some of which might make fantastic clocks. Examples are: driftwood, used (weather beaten) lumber, slabs of native rock, magazine pictures (coated with resin), old shovels or radios.

Also, compare brands, prices and results of products to make sure you are using a \$65 per gallon resin when a \$15 would do just as well.

Other possibilities are custom clocks (made from a customer's materials, or idea), thematic (a pallet clock for an artist), nature (oak slab with acorns for numbers), and clocks for special uses (designed to fit on top of a computer, or on the dash of a motorhome.

When you stop and think about it, there must be millions of possibilities that have not yet been discovered — is one of them yours?

Once you have the materials and skill to produce clocks, you will automatically have attained both the skills and the means to make many other products that can be used to augment your business.

For example, plastic [paperweights with imbedded acorns or pills or beautiful plastic coated and/or decorated jewelry and trinket boxes (some with music boxes) and whatnot shelves.

A word of caution about resins and finishes that are often used in clock making. Read the labels on the finishes, thinners, cleaning materials carefully. Most are highly flammable and many are toxic to breathe. Make sure your working area is adequately ventilated and have a fire extinguisher handy — just in case!

Raising And Marketing Exotic Animals For Profit

This business of raising and selling rare or unusual animals, where both expenses and profits are much bigger than normal. Llamas, angora rabbits, mink, pheasant, snakes, bullfrogs, spiders and miniature horses are but a few of the possibilities in this large category.

Which animals you raise will of course be influenced by your own preferences, the facilities you can provide, where you live, and of course the market in your area. You can go into this business from a hobby or just go out and buy a pair of whatever animals you would like to raise.

The primary advantage to “exotic” rather than regular animals is income potential. Raising ordinary rabbits requires far less investment in breeding stock, facilities, care and time than expensive, pedigreed angoras.

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However, when its time to market ordinary rabbits, they are worth perhaps two to five dollars each. Pedigreed angoras would be worth many times that, especially if they had a blue ribbon winner in their ancestry.

With a \$100 animal, you have an incentive to provide the best care and living conditions and call that \$25 per hour veterinarian at the first hint of trouble.

A litter of ordinary rabbits would represent about \$50; angoras, say \$500. Needless to say, you have an incentive to invest more in care of the more valuable investment.

The first step after deciding upon an animal that would fit your situation is to learn all you can about that animal. Study its habits, feed and shelter requirements and learn something about diseases or genetic problems that might affect your ability to properly care for them.

Although there is a good profit potential expensive animals require more care and closer attention than ordinary farm stock or pets... It would be very good idea to discuss your plans with a veterinarian before going too far. Find out about normal health problems, which ones you can treat, the cost of preventive care (and the cost of veterinary treatment).

If you are not already equipped (facilities and experience), it would be a good idea to begin with "ordinary" animals of the type you plan to raise. Raise these until you are ready to progress to more expensive, exotic breeds.

In other words, learn and make any mistakes with \$5 animals, not \$50-\$100! But be very careful when you change over. It imperative to keep pedigreed and ordinary animals apart to prevent interbreeding. It is just as important to prevent the spread of diseases borne by ordinary species, which are unusually much more disease resistant.

Before placing your expensive, exotic breeds in quarters formerly occupied by ordinary animals, take special precautions. Clean and treat the areas thoroughly so your prized exotics can get started in clean, disease and pest free living conditions.

Study potential diseases of the animals you select. Learn how to prevent and even treat as many problems as you can. You don't want to pay expensive veterinarian fees for things you can take care of (or prevent) yourself.

Consider the weather in your area — will you need heaters or cooling for the animals you plan to raise?

How about feed or bedding materials? Check will feed stores on the various types of feed (some have added vitamins and/are medically treated).

Can you raise any of these things yourself or make a deal with a nearby farmer to at least augment feeding costs?

When you have decided upon the animals you plan to raise, and have learned of their care and habits, its is time to start building pens, sheds and feeding areas.

Pay particular attention to safety of your charges (as well as neighbors, if applicable) Birds, for example, not only need wire cages to keep them in; they need strong wire to keep any predators out.

This may include snakes that only 1/4 inch wire mesh about three feet can repel. Also, take special care to arrange your pens or cages so the animals will not be fright-

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ened or excited by their surroundings, which could interfere with their development or well-being. In some cases, it will be necessary to fence off a buffer zone, build a solid fence or plant a hedge to make sure your animals feel secure.

The exotic animal business will probably take time to build, but can be especially rewarding for someone who is fond of animals.

Subscribe to a good trade journal and look into joining an association of people interested in the same or similar animals.

Attend shows and fairs and enter your prize animals—not only for the prize money, but for the recognition and prestige it will afford your business. A blue ribbon will change a \$20 rabbit into a \$200 rabbit instantly! Even the descendants of the prize rabbit will be worth more; especially if they are registered.

Exotic animals are raised for many different reasons—as pets, for their fur, wool, or feathers or food, as oddities for special purposes or many combinations thereof.

Some of the businesses are quite unique: a man in California raises tarantulae and “rents” them to jewelry stores. He delivers them at closing time, places a large warning sign in the window and picks them up each weekday morning. It seems break-ins have dropped drastically in stores with “guard-tarantuals”!

Spiders are also raised for their webs (science labs use them); snakes for their venom (used to make snake bite serum). The business of raising laboratory mice is also very lucrative—thousands are purchased by science centers every year.

For more ideas on exotic animals you might want to raise, check out some books in the library and do some research; check with discount book stores; exotic animal magazines, and spend some time with a good encyclopedia. If you decide to get into the exotic animal business, pick an animal you like and respect—then treat it as something special. Not only is this right, it a sound business principle.

If you want to get exotic prices for you exotic animals (or products), “showcase” them as something special! Keep them and their area in top condition. Let everyone see that your animals are special (and valuable).

How To Successfully Market Your Hobby Products

If you are not necessarily trying to get rich buy but would like your hobby to at least pay for itself and perhaps grow into something someday, try considering your hobby as small business. Even if you don’t get rich you may be able to deduct the cost of your materials.

A serviceman stationed in Alaska loved to go fishing but found it to be very expensive sport up there. So he bought a fishing fly winding outfit and started making his own flies to save money. When discovered his lures were as good if not better for Alaskan fish he decided to try and sell some of them to help cover the costs of his “vice.” He sold a few dozen to an Anchorage department store every few months and not only made enough to pay for his fishing, but helped his photography “habit” as well!

For tax purposes there is a fine line between a hobby and a business. The IRS defines a hobby as “an activity from which you do not expect to make a profit” (this makes the U.S. Government a hobby!). The general rule is that you must make some

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profit in three out of five years to legally take the hobby expenses as business deductions.

This rule is not generally applied to obvious businesses like a shoe store on Main Street. However, it is for racehorses and leather crafts, which they consider more likely to be hobbies than businesses (and they're probably right most of the time).

Business expenses and losses are deductible; hobby losses can only be deducted up to a amount taken in, and then only if you itemize on Schedule A.

When you make the decision to convert your hobby into a business it is necessary to do several additional things.

First, you should figure out exactly what it costs to make each product (including your labor at the going rate). You must be able to intelligently predict how many you can turn out and how soon.

Keep accurate records of all business related transactions. You can only deduct expenses for which you have records! Once you compute your production costs, you can estimate your retail and/or retail rates.

A general rule is 2 times your cost for wholesale; 4 times for retail.

For example, something that costs \$5 to make would be priced at \$12.50 wholesale and \$20.00 retail. You must be able to make a fair profit at the wholesale price and dealers should receive about 40% of the retail price as their profit.

Note that if you retail and wholesale both, you must be careful not to undercut your dealers. When you say the suggested retail price is \$20, make sure you do not sell that product for any less or your dealers will leave you cold!

It really doesn't matter what your hobby is, so long as it is a product or service that others will buy. As you convert to a business, it might (or might not) be necessary to alter your production methods and even the products themselves.

If you make a nice hobby horse you will probably want to make some jigs and figure out a way to make them more efficiently. You have the choice of turning out one masterpiece a week for \$100 or 10 good ones at \$10 apiece.

Your decisions may well be influenced by demand as well as your personal preference. If you make pillows and someone likes your work and wants a bedspread, why not?

You can do just that one bedspread or expand your business to include bedspreads as an additional product if it looks like they will sell well.

Depending on the degree that you would like to go into marketing, plan to {"showcase" your products or show them in their best possible light. Notice how jewelry stores display their wares exquisitely on dark velvet under small spotlights (not ordinary fluorescent lights) to make them gleam and sparkle. That's showcasing!

If you are artistic and have the means to make up a catalog to send prospective customers, fine. Take flattering pictures of your products with complementing backgrounds and have them printed in brochures or booklets. Black and white pictures are better for non-color reproductions because they offer better contrast.

You can also advertise (with pictures, if available) in the local media: newspa-

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pers, radio, cable TV, small magazines or even by mail. It is usually a good idea to test market your products (and ad comparison) before spending a lot on advertising.

If the response to your testing is poor it could be yours ads, timing, prices, the vehicle or that you simply haven't reached your intended audience. The testing period is when you experiment: try various size ads, wording, pricing, etc.

How do you get usable advice? In some cases, merely by asking.. A tip is to check with retailers of similar products. Since they don't make them, they will often give you their unbiased opinion of why they do or do not sell.

When you find one that will advise you, ask for their suggestions on quality, pricing and potential salability of your products (this, by the way, may help your chances of selling to them later).

Once you have determined that your product will sell at a price to make you a reasonable profit, make up samples and good quality photographs and start contacting potential markets. If you -plan to wholesale, call on prospective clients and give them full information pricing, quality and your return policy (yes, you should have one).

A shorter method is to offer your products on consignment to local stores. They usually won't buy very much until they know there is a market (why should they replace something that DOES sell with something that MIGHT?).

Remember, however, that your intent is to get as many of your products on display as possible, so consignment is good for both you and the store in the early stages.

If you plan to retail, you need an advertising plan for ads, displays, notices, announcements, news coverage and perhaps prizes in local contests. Ads in the local paper (also, radio and cable TV) might start out with a larger (e.g. 3" x 5") announcement of your product and possibly an introductory special, followed by smaller display and a less expensive, permanent classified ad.

Displays are any means of showing your product to the public, such as renting space in a vacant store window or giving a merchant a special deal to allow you to set up a display.

Notices can be put up on store and church bulletin boards or listed on cable TV. Announcements can be ads, radio spots, posters, signs that simply inform the public that your product exists.

News coverage is usually very effective and should be a major consideration. When you place your initial ads in the local paper. ASK THEM to send out a reporter!

Most local and small town papers are happy to do this because the articles are local interest. Make the best use of their exposure: focus on your products, not your ego!

When you are satisfied your market potential and ready to produce in volume at a good wholesale price,, start contacting progressively and larger markets.

Check on mail order companies, distributors and catalog of publishers. If you retail, place ads in vehicles with larger circulation. Send out professionally done brochures and price lists among with a short but cordial cover letter describing your product and offering additional information. Be sure to include information on how to order. For retail customers, include a "handy" order blank and possibly an addresses return envelope.

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Depending on the product of your hobby and its acceptance, your small business venture might keep growing. Many of today's large businesses started out as small hobbies. Some craft products can profitably be marketed through large catalog houses. Others are best for local retail sales and a few lend themselves to customizing, where customers come directly to you for personal service.

Your success in marketing your hobby depends on the demand for the product (which you try to stimulate), the price quality, plus your ingenuity, determination and enthusiasm.

Something as uncomplicated as renting a flea market stall once a week may be just the ticket. It may be as far as you really want to go. But, if things go well, you may want to expand your production and sales efforts.

When you expand, think about buying and selling COMPATIBLE but non-competing items made by other hobbyists (or supplied by hobby manufacturers). After all, your marketing system is in place and is working, so why not make extra profit for relatively little extra work or cost?

One mistake many hobbyists make in the business world is to put so much time, effort and TLC into their products that can't possibly sell for their actual worth.

If you are going into business, find a happy medium so you can turn out quality products at an affordable price and still make a fair profit. A second tip is to be able to separate your product from your ego. Never take rejection for it to flop that have nothing to do with you! Keep your mind and ego clear so you can concentrate on improving the product's acceptability!

How To Sell Pine Cones!

Ordinary pine cones, of any size, can be made to look almost exactly like tiny owls simply by adding "eyes" which can be purchased at any hobby or craft shop. The cute stylistic little creatures can then be mounted on stained or burned plywood plaques, a hanging device or hook added, and they sell like hotcakes.

Mount the little birds on a small limb or twig, glue the whole scene onto a plaque background of any kind, display them and people will want them.

Sell them singly or in groups. Start with one large "mama" owl, then add two or three "baby" owls for an attractive grouping. They are cute.

Find an old limb with a knot hole, or an old board. Mount a small bird just inside the hole, or on a twig just outside of the hole. You have a scene people will love.

The idea of using natural products to make nature scenes appeals to many people.

One person sells more of these than he and all of his grand kids can turn out.

Combine cones, pods, twigs, old wood, boards, dried flowers and leaves. Be creative and use your imagination. You can make money from ordinary pine cones.

Dos And Don'ts Of Home Plumbing

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DO - Run very hot water into your kitchen sink drain either by boiling water on stove or from your faucet, then fill one side of your sink and plunge.

DO - When plunging your sink, plug up one side with a cloth and hold.

DO - When using your garbage disposal, run hot and cold water at full pressure.

DO - Fill up sink after using your disposal and drain.

DO - If you have a dishwasher, use after using your garbage disposal.

DO - Remove the aerator on your kitchen faucet when pressure is slow and clean, unscrew by hand or use channel pliers.

DO - Remove the screws from your kitchen wash bowl and bath tub faucet, and put a few drops of household oil in each screw hole or under handle if removable.

DO - At least twice a year clean out the inside of your toilet tank. When cleaning tank, turn off the water, flush toilet once, add small amount of cleaning detergent inside tank to water remaining, use a cloth or brush to clean.

DO - Clean out holes under toilet seat and rim of the bowl - can use small end of a pocket knife.

DO - Clean out 3/4" hole in the bottom of toilet bowl.

DO - Replace rubber tank ball at this time if needed.

DO - Adjust water level in toilet tank, 1" below top of 3/4" overflow pipe. To adjust type with 1/4" rod and metal or plastic float ball, put both hands on rod and bend end of rod towards float ball down, this lowers water level. To raise water level, bend rod up.

DO - When plunging your bathroom sink or bath tub use a cloth and plug up the overflow and hold tight. It's a good idea to plunge your drains before they stop up.

DO - Remove the stoppers and clean down pipe where stopper connects.

DO - When finished plunging, fill wash bowl until it runs into overflow. If you have a small type spring brush, use to clean overflow.

DO - Spray disinfectant cleaner into overflow.

DO - If bath tub is slow draining and has the lever at overflow for stopper, remove bolts, and pull wire, lift lever out and clean hair from wire.

DO - Oil parts in toilet tank that are above the water level, handle and ballcock valve.

DO - If you have trouble with tree roots in your sanitary sewer, purchase some copper sulphate in blue chunk form, put a sizeable amount on your basement floor drain strainer, let cold water run over it until it dissolves.

DON'T - Put coffee grounds in your sink drains.

DON'T - Use drain cleaners containing lye.

DON'T - Poke any wire or rod from your sink into drain.

DON'T - Have a shelf above your china sinks with heavy objects that could fall into sink. Will crack china sink or chip cast iron type.

DON'T - Use your toilet tank lid for a shelf.

DON'T - Have a knickknack shelf above your toilet.

DON'T - Pour a bucket of dirty water into your toilet; may contain scrub rag.

NEVER GIVE UP!

DON'T - Pour hot water into toilet; temperature change will crack the bowl.

DON'T - Put any type cleaning device into your toilet tank.

DO - Just clean by hand.

DON'T - Hang wire type odor tablet in toilet bowl.

DON'T - Put a brick in your toilet tank to save water

DO - Adjust water level.

DON'T - Use the toilet bowl for a scrub tub.

DON'T - Leave diapers soaking in bowl.

DON'T - Throw disposable diapers in toilet, burn them.

DON'T - Keep your waste basket in kitchen and bathroom under the sink. Keeps bumping pipes and causing leaks.

DON'T - Throw sanitary napkins into toilet; burn them.

DON'T - When painting around the house, paint any of your copper water lines.

DON'T - Forget at least twice a year to put a garden hose on the boiler drain at the bottom of your hot water tank and run until the water clears up. Spray this valve with a little oil also. I use WD-40.

DON'T - Forget to check your flu pipe from your hot water tank to the chimney for leakage of fumes.

DON'T - Leave your water valves rust shut. Put some oil on the stem and open and close them a few times. If it leaks at the stem use a crescent wrench and tighten bonnet nut at the handle. Spray a little oil on the whole valve. Keeps from rusting.

Here are some of the things I have removed years of home plumbing calls:

Small bottles; yo-yos; tooth brushes; toys of all kinds; wire; odor tablets; cigarette lighters; golf balls; lids and caps; car keys; hair curlers; false teeth; cream jars; wallets; combs; knickknacks; pens and pencils

DO - Keep these items away from the toilet.

DON'T - Let the children play in the bathroom with toys small enough to go down your toilet trap.

DO - Get in the habit of putting the back of the toilet seat down before flushing.

But if you haven't put into affect my DO's and DON'Ts, and you flush the toilet and the water in the bowl starts coming up and not down, quickly remove the tank lid, reach into the middle bottom of tank and push the rubber ball or flapper back down over the outlet. Then shut off the water supply.

Now if you are sure you haven't let something like the above listed objects fall into the toilet, you can usually use a plunger to open the toilet. But if you are missing something from the toilet area that could be in the bowl, you will have to use a toilet auger to try and retrieve the object. If you can't remove it with the auger, the toilet will have to be lifted.

DO - If you have a water leak from below your bathroom directly below Your bath tub shower, and it only leaks when YOU take a shower, here's what to look for:

DO - Check the entire tile wall on the inside area of the bath tub for cracks, etc. To

NEVER GIVE UP!

repair, use a tube of tub & tile caulking seal.

DO - Check the wall, especially around the handles and the spout of the faucet, seal all openings with caulking.

DO - Check the inside edge of the shower door track.

DO - If the water leak is below the toilet, first check the water pipe where tank and bowl are connected together. If there is no sign of water on the floor around the pipe, chances are your toilet needs to be lifted and a new wax ring installed (refer to toilet installation).

DO - If you go on vacation or are away from home for a few days, always shut off your water supply to your home.

DO - Keep heat on where water pipes and drain pipes are located in your home, when temperature is 32 degrees or colder.

DO - If you can't put heat in an area where water pipes are, use an electric heat tape.

DO - If your kitchen sink is located on an outside wall, leave cupboard doors open in severe cold weather.

DO - Shut off all outside faucets in cold weather if they are not of the frost proof type.

DO - If you are closing up a home in the wintertime and there will be no heat in the home, shut off the water supply at the street or in the basement.

DO - Open all faucets in the home and leave them open.

DO - Open drain at bottom of hot water tank and drain.

DO - Remove all water from toilet tank and bowl.

DO - Put permanent Antifreeze in toilet bowl and a small amount in the bottom of the toilet tank.

DO - Put antifreeze in all sink drains and bath and shower drains, enough to fill the traps.

DO - If you wish, remove traps on sinks, but be sure and plug up open line, to keep out sewer gas fumes.

HOW TO INSTALL A NEW TOILET

If your toilet is old and in need of repairs, it is really cheaper to install a new one. This is the easiest of all the plumbing jobs in the home to do and if you follow my simple instructions you can put yours in yourself.

1. Shut off the water to the toilet, use a bucket and a cloth or a sponge to remove the water left in tank and bowl after you flush the toilet.

2. Using a pair of channel pliers, or a small pipe wrench (8"), remove the nut where the water line fastens to the ballcock valve under the left side of the bottom of the tank. Next use a small crescent wrench, remove the two 1/4" nuts holding the bowl to the floor flange. Remove old toilet. Remove the water line from the valve or fitting at floor or wall.

3. Now you are ready to install your new toilet. Put the two 1/4" bolts in the side holes of the flange with the bolt head in the flange. Put some of the old wax at this spot to

NEVER GIVE UP!

hold the bolts straight up and across from each other. Put new wax ring on flange, flat side up if tapered.

4. Set new bowl only straight down so it centers on wax ring and both bolts come through holds on each side of bowl. Sit on bowl facing wall until your weight puts bowl flush with the floor. Put metal washers and nuts on bolts and tighten until snug. Do not overtighten as you can crack the bowl. Tighten these again after toilet is completely installed and filled with water.

5. Next put 2" rubber gasket on tank where it sets on the bowl, put rubber washers on bolts provided under the bolt head so they will be on the inside of the tank. Pick up tank and set on bowl over holes in bowl where bolts go through. Sit on bowl facing wall. Put bolts on from the inside of the tank into holes in bowl, put on metal washers and nuts and tighten. Hold tank level and tighten so it brings tank down level. Use a large screw driver inside tank and a crescent wrench or end wrench to back up nut under bowl. Tighten with screw driver. Hook water supply to tank, turn on water, check for leaks, snug up the bolts holding bowl to floor. If there is a space between the back of the tank and the wall, put a spacer of sort there to brace tank. A piece of wood or hard rubber works fine.

PARTS NEEDED:

Toilet bowl Toilet tank Toilet seat Two 1/4" bolts for bowl to flange Wax ring 20" water supply with fitting at valve or floor connection

Now DO put my DOs and DON'Ts into use, and you new toilet will never need a plumber!

WATER CONSERVATION BEGINS AT HOME

I believe if we tried we could cut our water use in half. There are many more ways other than the ones I have in my report. Have an idea of your own ? Write it down. Sometimes some things we don't think are worthwhile are great ideas.

Like the young man who went into one of the larger toothpaste companies and told the president of the company if he paid him a sizeable amount of money, he would give him his idea on how he could double his toothpaste business. The company president agreed, and the young man said, okay here's what you do, make the hole in all of your toothpaste tubes twice the size it is now, this will double the use of your toothpaste, and double your sales.

HERE ARE SOME OF MY IDEAS

The first thing to do is to check your entire plumbing system for leaks - leaking faucets, water pipes, etc. If you don't think a leaking faucet will waste water, put the stopper in a sink where one is leaking overnight.

The toilet is the worst water waster of all. Flush the toilet and wait until it supposedly shuts off, then listen at the tank for a hissing or trickling sound, if you hear a noise here's what to do, check the rubber tank ball or flapper in the middle of the toilet tank at the bottom. If the ball is old and has lost its shape, replace it. Also using a fine steel wool pad, clean off the seat under the ball till it is smooth. If the noise is from the ballcock valve on the left side of the tank and is the type with the quarter inch rod with a metal or plastic float ball, lift up on the rod, if the noise stops, then starts again after you let go,

NEVER GIVE UP!

chances are your ballcock valve is bad and needs replaced. If when you are holding the quarter inch rod up and the water leaks out of the tank, and you have already replaced the rubber ball or the flapper, check the lift wire or the chain from the ball to the handle, and make sure it is not dropping the ball wrong, or is on a bind.

WHEN YOU FLUSH YOUR TOILET AT ANY TIME, ALWAYS WAIT UNTIL YOU ARE SURE IT SHUTS OFF, ESPECIALLY IF YOU ARE LEAVING THE HOUSE. IF YOU ARE LEAVING YOUR HOUSE FOR A VACATION OR ONLY A COUPLE DAYS ITS A GOOD IDEA TO SHUT YOUR MAIN WATER VALVE OFF. IT MIGHT SAVE A GREAT WATER LOSS, AS WELL AS A LOT OF DAMAGE TO YOUR HOME. HERE'S WHY:

I had a plumbing call to a home where the people had gone on a vacation for two weeks. The last person to leave the home flushed the toilet and did not wait to be sure it shut off before leaving.

HERE'S WHAT HAPPENED:

The toilet stopped up when the last person flushed it. The rubber ball did not drop back straight and the water ran over the toilet bowl for two weeks.

HERES WHAT THEY FOUND WHEN THEY RETURNED HOME AFTER TWO WEEKS:

- The bathroom and the kitchen floors had warped.
- The tile and the carpet was ruined.
- The plaster ceiling in the kitchen had fallen.
- The woodwork and the doors were all warped.
- The formica counter tops in the kitchen had lifted.
- Below the kitchen in the basement, the father and son's very expensive car and train set were severely damaged.

NOW this was in the winter time, and the furnace was left on to keep the water pipes from freezing. The water went down from the first floor and leaked onto the furnace which made steam, the steam went into every room in the house and caused the wallpaper to fall off the walls in every room.

LOOK AT THE WATER WASTED HERE AS WELL AS THE \$ COST

- When using your bathroom or kitchen sink, don't leave the water run when you don't need to.
- Take shorter showers.
- Turn off the shower when you are lathering up.
- When using your washing machine, and only washing a small amount of clothes, set the water level for less water.

TRY THIS:

Take the quarter inch refill tube that goes from the toilet ballcock valve into the overflow pipe in the toilet tank, and fasten it so the water from it goes into the tank and helps to fill it faster. You can only do this if when your toilet is flushed and retracts itself.

While the toilet is refilling after being flushed, it doesn't take as much water as is put into the bowl from the refill tube. Every little bit helps.

HERE IS A GOOD WATER SAVER

NEVER GIVE UP!

If the water pressure in your home is more than you need. DO THIS.

Close your main water valve until your pressure slows down some, but is still enough for your needs. Or do this to the smaller valves under your kitchen and bathroom sink. A lot of homes have a lot more pressure than they need.

UNDERGROUND WATER LEAKS

Sometimes there are water leaks underground between your home, the street, or your outside water supply.

These go undetected for years. Here's one way you can check your line for a leak. Put your ear on the water meter in your home and put your finger in your other ear. If you hear a hissing sound like pressure releasing you probably have a leak in your line, be sure no one is running water in the house when doing this. Most of the time a leak underground will eventually come to the top of the ground, but I have had some leaks that I found had worked their way into the sewer line under it, and had been leaking for years.

To check this, remove the clean out plug on your sewer line to the street. Put your ear at that point and listen, if you have a leak you will be able to hear it in the sewer line. Again be sure no one is running water...

HERE ARE SOME OF THE WAYS A CITY COULD SAVE WATER

In areas where the water pressure is greater than needed, the city water department could install a pressure regulator valve at the water meter in these homes to control the amount water used.

Another good water saver would be to require in new home construction that a small spring valved wall hung urinal be installed in all bathrooms .

A TOILET WHEN FLUSHED USES ABOUT SIX GALLONS OF WATER.

A SMALL WALL HUNG SPRING VALVED URINAL USES LESS THAN ONE GALLON.

LOOK AT THE WATER THAT COULD BE SAVED HERE.

HERE IS A TWENTY FIVE YEAR WATER LEAK...

I worked as a maintenance plumber in one of the larger hospitals in the area. Here's what I found one day.

The kitchen of the hospital had a tile floor, and at one area the tile floor was always hot, so much so the workers were always complaining of being too warm.

One day while working on the water piping, we had to turn off the water for a long time.

I later happened to kneel down on the floor where it was always hot. It had cooled down. When we turned the water back on we found a water line leaking under the floor where it was always hot. We repaired the hot water pipe, turned the water back on, and the floor stayed cool...

I then began to explain to the kitchen supervisor what we had found. She said she had worked here for twenty five years and the tile floor in that area had always been hot...

A twenty five year water leak. Can you believe the water loss here. I bet if we checked all over the good old U.S.A. we could find some water being wasted.

Sachets

NEVER GIVE UP!

SACHETS

Recipe 1

Combine 2 cups of rose leaves with 1-3/4 cups vetiver root, 1-1/2 cups patchonly herb and 3/4 cup mace. Fill little cotton bags with the mixture and tie with a ribbon.

Recipe 2

Combine 3/4 cup calamus root, 1/2 cup caraway seeds, 1/4 cup ground cloves, 2 cups lavender flowers, 1 cup marjoram, 1 cup mint, 2 cups rose leaves, 1/2 cup rosemary and 1/4 cup thyme. Mix well.

Recipe 3

Combine 1/4 cup orrisroot, 4 cups lavender flowers, 3 cups patchonly herb, 1/4 cup ground cloves, 1 cup deerstongue leaves and 1/2 cup ground allspice. Add 10 drops oil of rose, 10 drops oil of lavender, 12 drops oil of neroli and 1/4 tsp. oil of sandalwood. Mix well.

Recipe 4

Combine 4 cups cassie flowers, 1/4 cup orrisroot powder and 1/2 cup starch. Mix well.

How To Make Money With A Sewing Machine

As more and more women are relieved from time consuming housekeeping chores, thanks to the modern equipment and appliances that we have, they are finding time to cultivate other activities. On the other hand, many families have grown to the point where extra income is needed to make ends meet.

This report is provided as a means of earning some pretty good money, right from the comfort of the home. Most women have the skills necessary to make any of these plans work successfully -using the sewing machine. Look over these plans very carefully; at least one could be the one that you've been looking for.

PLAN 1

Mending Service. Any woman with good sewing ability can earn substantial money in most communities with this plan. Single men and women who live alone are good prospective customers for this service. They usually don't have the time, let alone the skill, to bring their clothing up to standard, and will welcome your services.

To reach these people, all you have to do is place a small classified ad in your local newspaper - something like this:

MENDING, PATCHING, general clothing repairs at very reasonable rates. Guaranteed, quality work. (phone number here).

Do good work and you will keep busy.. Word of mouth advertising will bring you lots more business. Your rates should be established according to the condition of the clothing, and the amount of work to be done. Set your rates so you can average at least \$7.00 per hour or more. \$100.00 per week should be easy to earn.

PLAN 2

Manufacture Curtains and Drapes. This type of specialized sewing is not too common, and your chance for success using this plan is outstanding. Your best bet is to offer

NEVER GIVE UP!

custom work, at prices about the same as “stock” curtains and drapes. To contact prospective customers place a small ad something like this:

DRAPERIES AND CURTAINS made to order at reasonable prices. Best Selections of material - all work guaranteed. Free estimates. (your phone number here)

Contact a wholesale fabric distributor to obtain material samples. Most will give them to you free; others may charge a small deposit for them. Because you will be buying the material from them, most will offer the samples free of charge. Be sure to select a wide variety of samples, in all price ranges. Almost all drapery and drapery hardware manufacturers also sell or give away instruction booklets on how to measure material needs and hang draperies.

Your earnings will be unlimited. Mildred started offering custom drapes, and worked about 5 hours each day at the beginning. Inside of just two years here husband quit his job to become her installer - and stayed busy. Here policy was to obtain prices on standard drapes from several stores in the area, and then offer a better quality in custom drapes at the same price. It didn't take long for the word to get out, and she was soon manufacturing all the drapes for several housing contractors in her area. She now nets as much as \$500.00 per week.

PLAN 3

Manufacture Rugs. Any heavy material, such as canvas or burlap, can be used as a backing for rugs. On this material you simply draw a pattern that you wish to create, or use transfer patterns which are available at most supply houses. You then wind your yarn around a guide and stitch to the material. You will discover that with a little practice you can complete even the most delicate pattern on your rugs.

Each finished rug can be an original creation, and you will have a ready market for them. Your best bet is to offer consignment to gift shops, furniture stores and perhaps appliance stores in your area. Offer them a commission of 30% on each sale that they make. Rugs of this type command a fair market price, and your markup will be excellent. The average small throw rug should sell for about \$12.00, and even allowing a 30% commission will still give you about a 6 to 1 markup.

Also consider selling your crafts at the local flea markets and swap meets. One gal in San Jose is averaging about \$200.00 a week in sales at the flea market. A lot of her customers are back time and again - they like the quality. Do good work and you can enjoy the same type of success.

PLAN 4

Letters and Emblems. In many areas it is almost impossible for schools and sports teams to find letters and emblems for their uniforms and sweaters. If you are interested in this plan you should first contact the sporting goods stores in your area. Offer to contract with them to provide the letters and emblems for all the uniforms that they sell. Most stores will be more than glad to contract with a local source of supply, as they must nearly always order everything from out of town. Although this plan is seasonal, once you become established, all future business will be automatic, and could amount to several thousand dollars a year.

If your own one of the new “wonder” sewing machines that can do jobs like this

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practically automatically, this may be for you!

PLAN 5

Custom Sewing for Special Women. Stout and very tall women, plus super-small women, are considered hard to fit. If you have dress making abilities, you can build a profitable business very quickly, with a minimum of effort.

Your first step will be to make a study of the types and materials that will make dresses and skirts more presentable for stout, tall and super small women. If you can come up with a wardrobe plan for each customer that presents good taste and style, at a reasonable price, you are in! Keep them well-dressed and happy with your work and word of mouth alone will give you more business than you dreamed possible.

This is a specialized sewing field, and the demand is already established. Clothing stores can't handle this type of business, because the "dress factories" do not set up for anything except "standard-fit" sizes. You have a wide open field.

Assembling a good variety of specially sized patterns is important. If you don't know how to fit properly, visit your local library and find out about books and manuals that can teach you. There are many.

PLAN 6

Stuffed Toys. Make a visit to any toy outlet in your area and count the large numbers of stuffed toys - especially around Christmas time. To manufacture these pretties does not require any special skills, other than the use of a sewing machine.

You simply cut out and sew together patterns, such as dolls, pandas, teddy bears, and others. Stuff them and you are in business. You can take orders and sell direct to the stores in your area, in quantity lots, or offer them on consignment. Also consider flea markets and swap meets. A good price is paid for good work, and if you have a little imagination, you can create YOUR ORIGINALS. Large stuffed toys can sell for as much as \$120.00 - and that's mostly profit - as your cost for materials will be very small.

PLAN 7

Specialty Products. One of the most overlooked items to come off the sewing machine is the apron. Come up with a dozen designs and offer them "imprinted" with the personal name of someone - to order. A few samples left on consignment in stores will bring home the bacon. Also consider "custom" made towels, face cloths, pan holders, scarves and you name it. The material cost is very low, and the time involved is minute. Place a few samples with gift shops and offer them a 30% commission. The bucks will be pouring in. Let your imagination run wild with these products. It could blossom into a full time venture for you overnight!

PLAN 8

Repair & Zipper Service for Dry Cleaners. If you live in a city and know how to install zippers, make suit repairs, turn collars and cuffs, etc., your authorized dry cleaners may be in need of your services. Many of these stores have calls for repairs, but not often enough to employ a full-time seamstress. Comb the stores that you could service without too much driving around, and make up a sensible price schedule. Business cards and order blanks should be left for them to call you if a pickup is ready.

In general your skills will be important, but your business will grow and be prof-

NEVER GIVE UP!

itable because you develop a clientele that comes back to you because they are satisfied, and you know (or learn) what you have to change, how to estimate and how to buy well (to make a reasonable commission on goods.)

Repeat business is always more valuable than new customers. New customers are harder to find and advertising is more expensive than “keeping in touch.”

The Art Of Success: Stained Glass

“I really didn’t know much about stained glass, only what I’d seen in gift shops,” said Hal Williams, owner of Eagle Mountain Stained Glass Studio in Ridgecrest, California. So it was back in 1976, with “zero artistic background” that Williams and his wife Mary decided to take a class on stained glass at the community college. At that time they were both working as paramedics in Las Vegas, Nevada, and had extra time between shifts on the job.

Soon they became good friends with their instructor who owned a stained glass studio. By the end of the year, Williams was hired on at the studio as an apprentice. He stayed there for the next two years, learning most of what he would need to know to start his own business.

Then Williams moved to Houston, Texas, and started to work in his own studio part-time while holding a full-time job in the steel business. When Williams was laid off, however, he and his wife decided to move back to their hometown Ridgecrest, California -and start a stained glass business full-time. “Mary knew people here, but I didn’t know a soul,” says Williams. “But since I’d had some sales experience, I just started knocking on doors.

Williams started a large studio at his home and worked out of it for quite some time. He gained more experience and training by attending various seminars and workshops around the country.

STARTING OUT SMALL

“All I had was the bare necessities - my hand tools and a bench,” says Williams. Eventually, for about \$100 Williams purchased a glass grinder used to grind glass down for precision fitting. Next, he bought a diamond band saw for about \$700. This he used for tricky cutting such as 90 degree angles and cutting that cannot be done by hand - it gives the glass worker a professional cut. To round out his studio, Williams bought a glass kiln for \$2,000. The kiln is used for glass painting and fusing. It is a necessity when one is restoring the windows of old churches, which Williams has done. “Most of these tools are not necessary when just starting out, but they do save a lot of time for the professional,” says Williams.

Initially, Williams made a large purchase of glass, lead, solder and other supplies because he felt it was necessary to keep these supplies on hand and ready. Since Williams was making so many time-consuming trips to Los Angeles for his materials, he decided to purchase a month’s supply at a time. A month’s worth of supplies costs him between \$1,000 and \$1,500.

Other essentials for Williams office include a work table (which he built himself for under \$100) and a bench equipped with a built-in light. He uses this bench to trace

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patterns onto the stained glass pieces.

WHAT IT COSTS TO START

"Taking everything into consideration, if you are really creative, you can start up for about \$2,000," says Williams. "That is if you start with a home studio." When you are building the stained glass business from scratch, one of the first things you should do is check your competition. This will tell you exactly what supplies to carry. It is obvious that if you don't have a wide pallet of colored glass to choose from, you will lose your business to the guy that does.

If you do have competition, be sure there's enough consumer interest to justify your new business. To attract customers to your shop and widen your customer base, offer to teach what you know. Williams went to the local college to offer to teach his skills in stained glass, which they cordially accepted. He is licensed and now teaches twenty-five students a semester.

He also approached local housing contractors and explained that not only could he provide excellently crafted stained glass, but he could also install it and do any necessary repairs on the job. This appealed to them because it would save a considerable amount of money. Their first contract was for stained glass work on twenty-five new houses. Williams created stained glass for front doors and sidelights. Popular colors are various hues of blue, mauve, and desert shades for floral, animal, or desert scenes.

Williams has a regular business license to do stained glass work, but if you also do the installation, work yourself you must have a contractors license.

GETTING THE JOB

"Proper bidding, I think is very important in stained glass," said Williams. "If you underbid, you are going to eat it, and if you overbid you are going to lose the job." Williams started out bidding very low so he could get the jobs and prove himself. As time went on he raised his prices, but he is still lower than his competitors. Now he is well known in his area, and gets a lot of good jobs.

Williams makes approximately \$3,000 a month on custom work and the sales of supplies, a figure which does not include his contract work and teaching. Williams also has a gift shop in his downtown studio. "To make a decent wage you have to charge a decent price," says Williams.

SPREADING THE WORD

Although he gets excellent exposure at his street-front location.. Williams still advertises. He has tried radio and newspapers, but finds that he gets the best results from the local swap sheet. He also carries a large ad in the Yellow Pages. Word of mouth has also been a very important advertising factor.

"We listen to what the customer wants, show him what we can do, and do the job right," says Williams. The Williams may expand even further someday, if they ever get the time, but right now their prosperous stained glass studio is keeping them very busy.

HOW TO SELECT THE BEST BUSINESS NAME

NEVER GIVE UP!

Ask 500 people already in business how they decided upon their business name and you will get 500 different answers. Everyone has a story behind how they chose their own business name. Even if the business is named after their own birth name, there's a reason why this was done.

When you open a business, in a sense, you are causing a new birth to begin. This new birth was created from an idea alone by you or your associates. It will have its own bank account, it's own federal identification number, it's own credit accounts, it's own income and it's own bills. On paper, it is another individual! Just as if you were choosing a name for your own unborn child, you need to spend considerable time in deciding upon your business name. There are several reasons why a good business name is vitally important to your business. The first obvious reason is because it is the initial identification to your customers. No one would want to do business with someone if they didn't have a company name yet. This makes you look like an amateur who is very unreliable. Even if you call your company "Kevin's Lawn Service," a company name has been established and you are indeed a company. People will therefore feel more comfortable dealing with you.

Secondly, a business name normally is an indication as to the product or service you offer. "Mary's Typing Service," "Karate Club for Men," "Jim-Dandy Jack-of-all-Trades," "Laurie and Steve's Laundry," "Misty's Gift Boutique," and "Star 1 Publishers" are all examples of simple business names that immediately tell the customer what product you offer.

However, most people will choose the simple approach when naming their business. They use their name, their spouse's name, their children's names or a combination of these names when naming a business. The national hamburger-restaurant chain "Wendy's" was named after the owner's daughter. However, research has proven that these "cutesy" names are not the best names to use for a business. Many experts claim that it makes the business look too "mom-and-pop-sie." However, this depends on the business. If you are selling something that demands this mood or theme to appeal to your market, it's best to use this approach. Personally, I am inclined to name my businesses with catchy names that stick in people's heads after we have initially made contact. Names like, "Sensible Solutions," "Direct Defenders," "Moonlighters Ink," "Printer's Friend," "Strictly Class," "Collections and Treasures," and "Starlight on Twilight" are all good examples of catchy names. These types of names relate to your product or service but serve as a type of slogan for your business. This is a big help when marketing.

A friend I know owns a business called "Mint and Pepper." He grows and sells his own line of raw seasonings to people in the local area. At a get-together for small businesses, he passed out his business card. The card had a peppermint candy glued on the back and the slogan read: "Your business is worth a mint to us." This marketing concept not only got my friend noticed and remembered, but brought in several large orders for the business.

When you name a child, you may not decide upon a definite name until after they are born. You do this because a name is sometimes associated with a type of personality. When you name a business you may need to wait until you have a product or service to sell and then decide upon a business name before going into the business itself because

NEVER GIVE UP!

your business name should give some clue as to what product or service you are selling. A business named "Joe's Collections" normally wouldn't sell car parts and a business named "Charlie Horse" would not sell knitting supplies.

To generate ideas - begin looking at business signs everywhere you go. Notice which ones catch your eye and stick in your mind. Try and figure out "why" they stuck in your mind. Naturally, the business "Dominos Pizza" sticks in your mind because it is nationally known. These don't count! Look around and notice the smaller businesses. Take your time. Within a few days you should be able to come up with a few potential business names.

Then, when you finally find a few names you really like - try reciting them to other people and get their opinion. It won't be long until your business will have the proper name that will carry it through it's life!

MAIL ORDER HINT: Try to avoid very long names so they will fit into small display ads. Amalgamated International Enterprises can be easily presented as AIE - which is easier and shorter to spell.

INTRODUCTION TO LIVING TRUSTS

Wills Or Trusts The Case For Living Trusts

How To Eliminate The Hassles Of: Probate Lawyers, Delays, Legal System
Simply put, living trusts are an expedient way to transfer property at your death. A living trust is a legal document that controls the transfer of property in the trust when you die.

Generally, living trusts are established during an individual's lifetime and can be modified or changed while that person is still alive. Circumstances do change and the option to make alterations in the trust is important.

For this reason, a living trust is set up on a "revocable" basis. Revocable means you can modify or change the trust's provisions. Your other option would be to create an irrevocable trust, but once put in place, you are unable to change the terms of the trust regardless of the circumstances.

As you will see, living trusts speed up the process by which your property moves to your designated beneficiaries after you die. Today, and into the foreseeable future, this is vitally important as the United States is experiencing an unprecedented wealth transfer.

It is estimated, according to "Fortune" magazine, that some \$6.8 trillion worth of assets will soon pass from parents to children, grandchildren, friends, charities and others. The questions remains: how will this wealth be transferred? Will it be the traditional methods of wills and probate or the new revolution of estate planning that has incorporated living trusts? Many legal experts believe that living trusts are the future of wealth transfers.

The concept of living trusts has created controversy simply because the legal profession seems evenly split on the issue. Estate planners seem to favor living trusts but there are enough opposed to the concept to avoid a clear majority decision.

Living trusts are also called "inter vivos" trusts, a Latin term preferred by attor-

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neys. The Internal Revenue Service calls them “grantor” trusts. All mean the same thing.

The Internal Revenue Service, however, recognizes the living trust as a valid estate planning tool and exhibits no prejudice against it. There are specific provisions in the tax laws that deal with living or grantor trusts.

The revocable provision means that while you live, you still effectively own all of the property that has been transferred into the trust. You can sell it, spend it, give it away; in short, anything you wish since the property is still yours. The trust itself is merely a document in your lifetime that truly doesn't begin to function until you die. Then, the trust operates to transfer your property privately, outside of the reach of probate, to the specific individuals or organizations to whom you wish to leave your worldly possessions.

What is probate? Why do people try to avoid it?

Technically speaking, probate is the process by which one proves the validity of a will in court. If there is no one contesting the will, this should not take long. If there are complications, probate can take years. For those of you familiar with the works of Charles Dickens, recall “Bleak House” and the never-ending probate case of Jarndyce vs. Jarndyce.

Probate has come to mean not just proving the validity of the will but the entire administrative sequence involving the passing of an owner's title to property after the owner's death. The deceased's property is inventoried, creditors are identified and paid following the payment to the estate's attorney, executor and tax entities.

The term “probate” also identifies the court which has jurisdiction over the estate probate and administration. Probate court also has jurisdiction over the guardianship of minors and mentally incompetent adults. All wills go through probate.

The average length of the probate process is twelve to eighteen months. Any estate transactions in that time must be approved by the probate court.

This can create havoc for beneficiaries. Since a living trust replaces a will and doesn't need validation from the probate court, considerable time and hassle can be saved.

This, then, is the purpose behind living trusts. The trust is simple to establish and, when carried out, easy to transfer property. The trust is a matter of explicit instructions as to who gets what property after the owner dies. Like a will, the trust should cover all expected and unexpected events that might occur. The details tell the designated trustee how to use the money and property in the trust.

A living trust is a capable substitute for a will and a document that more and more people, disillusioned with the probate system, are turning to in their estate planning.

TERMS YOU SHOULD KNOW

Before proceeding further, we thought it might be helpful to define a few terms for you. These terms will occur often during this text and in the actual living trust process, so it's important to familiarize yourself with their definitions.

A/B TRUST: Common term for a “marital life estate trust generally used by couples whose estates are valued higher than \$600,000.

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ACCUMULATION TRUST: A trust that does not pay out all of its income, until certain circumstances occur.

ADMINISTRATION: Court-supervised distribution of the probate estate of the deceased. The person who manages this distribution is called the **EXECUTOR** if there is a will or an **ADMINISTRATOR** if there is not.

BENEFICIARY: The person or organization legally entitled to receive gifts made under the provisions of a legal document such as a will or trust.

CODICIL: An amendment to a will. It is a separate, legal document, properly witnessed and executed.

CORPUS: Property owned by the trust, commonly referred to as “corpus of the trust”.

DEATH TAXES: Amounts levied on the property of the deceased called estate taxes (federal) and inheritance (state) taxes.

DURABLE POWER OF ATTORNEY: A general power of attorney that will continue to be valid after its maker becomes incapacitated or incompetent.

DURABLE HEALTH CARE POWER OF ATTORNEY: A special power of attorney in which the maker gives another person authority to make health care decisions when the maker is unable due to injury or sickness.

ESTATE: In general, all of the property you own when you die.

ESTATE PLANNING: The legal maneuvering by which one dies with the smallest taxable and probate estate possible, and passing on your property to your beneficiaries with the least amount of hassle and expense.

INTESTATE: To die without a will or other valid estate transfer device. Estate will go through probate and passed to heirs who are specified in the applicable state’s laws.

IRREVOCABLE TRUST: A trust that cannot be changed once established except by court action in a proceeding referred to as **REFORMATION**.

JOINT TENANCY: A form of property ownership by two or more people where the death of an owner causes the transfer of that individual’s share directly to the remaining owner(s). A will has no power to change the joint tenant’s right of survivorship. This is another common tool used to avoid probate, although there may be gift tax consequences.

LIVING TRUST: Trust established while the maker is alive and becomes immediately effective. It remains under the control of the maker until death. It allows property to pass to beneficiaries free of probate.

LIVING WILL: A document that provides instructions to physicians, health care providers, family and courts as to what life-prolonging procedures are desired if a person should become terminally ill or in a persistent vegetative state and unable to communicate.

PERSONAL PROPERTY: All property other than land, buildings attached to the land and certain oil, gas and mineral interests.

PER STIRPES: A legal term meaning that if a person dies, the inheritance will pass to heirs in equal shares. It means “by right of representation”.

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POUR OVER WILL: A will that transfers the decedent's assets that are subject to the will to a trust that was already in effect prior to the decedent's death.

POWER OF ATTORNEY: A legal document whereby you authorize someone else to act for you.

PROBATE: Court proceeding in which the authenticity of a will is established, an executor or administrator appointed, debts and taxes are paid, heirs are identified and property in the probated estate is distributed according to the wishes of the will.

QUALIFIED TERMINABLE INTEREST PROPERTY TRUST: Also referred to as a "Q-Tip" trust, it allows a surviving spouse to postpone, until his or her death, paying estate taxes that were assessed upon the death of the first spouse. The surviving spouse is still entitled to all of the income from the property.

REVOCABLE TRUST: A trust that can be changed by the trust maker at any time. Living trusts are revocable trusts.

SETTLOR: Another name for a maker of the trust, also called "trustor", "grantor" or "creator".

TENANCY IN COMMON: A form of joint ownership of property. Each owner is able to sell or give away his or her share as well as pass it along separately at death. There is no right of survivorship.

TESTACY: Dying with a valid will in place. All property controlled by the will passes through probate.

TESTAMENTARY TRUST: A trust created by a valid will.

TRUST: A legal arrangement under which one person or institution controls property given by another person for the benefit of a third party.

TRUSTEE: The person or institution who manages the trust and its property under specific instruction.

WILL: A legal document that is used to pass property to heirs following a person's death. A will only becomes effective at the death of its maker.

TRANSFERS

The purpose of the living trust, as mentioned, is to be able to transfer property to a designated beneficiary(ies) without the usual hassles associated with wills and probates.

But, your living trust can't transfer property it doesn't own.

Therefore, the first step in making the trust effective is to transfer ownership, or title, of a property to the trust's name. It's safer to transfer the title to the trust's name rather than the trustee since it is more likely the trust name will continue even if you change trustees.

For the purposes of transferring title into a trust's name, there are two classifications of property: that which has an ownership document and that which doesn't.

Property without ownership documents, include:

- household possessions and furnishings;
- clothing and furs
- jewelry
- tools and most equipment
- antiques
- art work
- electronic and computer equipment
- cash
- precious metals
- bearer bonds

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These items are transferred to a trust simply by listing them on a trust schedule. That's it! Pretty simple, right?

Property that has ownership documents requires a re- registration of ownership into the trust's name. Once the trust document has been established, signed and notarized, this process should begin. The document of the title must clearly show that the trust is the legal owner of the property or the trustee will not be able to legally transfer any of that property.

The type of property owned by the trust which requires this re-registration of ownership includes:

- real estate - bank accounts - stocks and stock accounts - money market accounts
- mutual funds - most bonds, including U.S. Government Securities - safety deposit boxes
- corporations, partnerships and limited partnerships - cars, boats, motor homes and airplanes

If you set up a trust and fail to reregister ownership of a specific property, it will remain outside the trust after you die. If you do not have a will, property will pass through intestacy and your state's succession law. The chances of leaving it to the person you wanted it to go to anyway are reduced and you will not avoid probate of the property — which is the purpose of a living will! Do not fail to reregister property that has a title. You prepare a new title document for each piece of property, transferring ownership into your trust's name. With real estate, for example, you must prepare and sign a deed listing the trust as the new owner, then have the deed notarized and properly recorded. For bank accounts, ask your bank for the proper form. You can usually accomplish this in one trip.

TRUSTEES

When you establish a living trust, you must name a trustee. In fact, you should name both an initial trustee and a successor trustee in the event the initial trustee becomes incapacitated and cannot serve.

The trustee is the individual or institution who actually manages the trust assets that you transfer in, according to the specific instructions you've given. The appointment is important as this person or entity will have the responsibility of honoring your wishes after death.

The initial trustee is, most often, YOU! That's why it's called a living trust. Since it's revocable, you can change assets in the trust as circumstances dictate. While you're alive, the trust can conform to your specific whims and ideas.

It's important to understand something here: a living trust does not take control of your property from you — until you die. You handle it while you're alive. It's merely tucked away in a convenient legal vehicle that can take over immediately when you die and pass the property along to the people you want without publicity and without the potential lengthy delay and costs of probate.

If you've set up a marital living trust, usually both spouses are co-trustees. When one spouse dies, the other spouse continues as the initial trustee.

It is possible to name someone else other than you and/or your spouse to be the initial trustee. It is uncommon and unnecessarily complicates your trust arrangements

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as you must keep separate records of the trust. You should work with your attorney to select a capable trustee if you wish.

Because something could happen to the initial trustee, it's vital to name a successor trustee. This is the individual who will be distributing your assets according to your wishes after you die, or become unable to manage the trust due to injury or illness. For property not held in the living trust, creation of a durable power of attorney and a health care durable power of attorney can designate someone else to carry on with the non-trust assets.

If your trust is a marital one, the successor trustee would not take over until after the second spouse dies.

The successor trustee could also die or become incapacitated so it's imperative that you name an alternative trustee, too, to take over as successor in that circumstance.

What does the successor trustee do? If your instructions are explicit as to how you want property transferred at your death, then the job is somewhat easier. There are still things to do, however:

- Obtain copies of the death certificate of the initial trustee.
- Present death certificate, copy of the living trust and proof of successor trustee's identity to the various financial institutions or organizations that have the property/assets.
- Prepare documents of title transfer from the trust to the beneficiary(ies) as appropriate. - Supervise distribution of trust assets where no title is involved.
- If necessary, the successor trustee may manage a children's trust if the beneficiary is a child who has not reached the age at which the initial trustee designated the property to be transferred. The successor manages the property for that individual until they reach the specific age outlined in the original living trust. This may be the only task the successor trustee is actually paid to do.
- If required, the successor trustee might also file death tax returns, federal and/or state.

It's important to name a successor trustee, preferably one whom you feel comfortable will carry out your wishes. It may even be someone who is also a beneficiary of the trust assets. If there is any question about whom you should name, consult with an attorney for suggestions.

WILLS

A will is a written document detailing instructions as to how you want your assets divided up after your death. You might also include information as to a child's guardianship, how (or if) you are to be buried and the appointment of an executor of your will.

The two main types of wills are:

- attested - holographic

The attested will is the most common. It's usually prepared by a lawyer in type-written form, signed in front of several witnesses who have no benefit in the will whatsoever.

The holographic will is made without a lawyer, written on plain paper in your

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handwriting, dated and signed. If your wishes are clear, this should be as effective as the attested will. It will more likely be disputed than an attested will and subject to the interpretation of the courts, where anything could happen. Attested wills are safer for carrying out your final instructions.

Most people think they should have a will. Many people do not even have that as estate planning is generally poor nationwide. There are many fine estate planners around the country who work with individuals but the average person doesn't put much thought, time or effort into addressing this important financial task of preparing for asset distribution after death.

Attorneys will be glad to help you do an attested will and may not charge much to do it. They'll get paid later — when the will goes through probate court. The payors will be your beneficiaries, who will see assets drain as a result of legal fees and court costs.

Probate can be lengthy especially if the will and estate is a complex one. Not only does a will diminish the value of the property, but it may slow down the time it takes to actually transfer it to the designated beneficiary.

A will does let you choose your heirs, but the advantages stop here. You will not avoid probate, estate taxes (if any), death income taxes, privacy of transfers or incapacitation. These are the primary reasons to set up a living trust **INSTEAD** of a will.

There is a will that is important when establishing a living trust. It's called the pour-over will. This document puts any assets you failed to place in your living trust during your lifetime in there after your death. In effect, it "pours over" assets from the will to the trust. This document may also name the guardian for minor or incapacitated children.

The pour-over will is a "fail-safe" device to ensure that any property left out of the trust will be placed there. It is also a backup to the living trust in case it's invalidated for some reason due to a variety of possibilities. The pour-over will can substantiate the trust simply by reaffirming its terms. It would be difficult for one or more heirs to challenge successfully both a living trust and a pour-over will if their conditions and instructions are similar.

ESTATES

What is an estate? Exactly what are we trying to protect with a living trust?

An estate is essentially all the property you own (your assets) minus anything that you owe (liabilities). This calculation, assets minus liabilities, will yield a net worth for you. This is the value of your estate at the time it is calculated.

The size of your estate is important. More important is the value of your taxable estate. This will equal, roughly, the value of your estate less property left to your surviving spouse or to charity.

The other estate calculation of note is the probate estate. This is the portion of your estate that must go through probate before it can be distributed. Leaving your assets via a will puts them through probate.

The difference between the taxable estate and the probate estate should be considerable if you plan your estate properly. For example, let's say your estate calculation is \$400,000. By transferring the title of your house, valued at \$250,000 and your Chrysler

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stocks, valued at \$75,000, to a living trust, you have reduced your PROBATE estate by \$325,000 to \$75,000. Your goal should be to try and reduce the probate estate to -0- if possible.

Living trusts will save probate costs. They do not avoid death income taxes. There are other things you can do, planning-wise, to reduce your taxable estate, but a living trust is not one of those. You can and should, however, reduce or even eliminate your probate costs.

Proper estate planning, in general, can accomplish all of the following:

- select your heirs - choose amount and time of distribution of inheritance to heirs
- avoid probate - eliminate or reduce federal estate taxes - eliminate death income taxes
- maintain control over your assets - maintain both privacy and flexibility - leave directions and the power to act if you are incapacitated - leave funeral instructions - leave organ transplant instructions - make the administration of your estate as simple and quick to execute as possible.

These are important goals. A living trust is one example of addressing these goals in your estate planning. It is by no means the only thing you should do, but it is a document that can help you and your heirs out immensely.

OTHER TYPES OF TRUSTS

By now, you should understand what a living trust is and its main purpose. There are, however, other types of trusts that should be mentioned that assist in estate planning goals.

Living trusts are only truly functional when the creator of the trust passes away. It avoids probate costs. Other types of trusts help you to avoid taxes.

MARITAL ESTATE LIFE TRUST: Commonly referred to as the A-B Trust, this trust is set up for couples whose combined estate is in excess of \$600,000. \$600,000 is the amount of your estate which is exempt from federal estate taxes. The marital life estate trust lets BOTH spouses take full advantage of the \$600,000 estate tax exemption.

When a spouse dies, property is left for the use of the surviving spouse during the balance of his or her lifetime. However, the survivor never becomes the legal owner of the property. If legal ownership is never bestowed, then the property is not included in the survivor's estate and thus avoids being counted for tax purposes.

The trust is complex and has important ramifications for the surviving spouse which should be understood before putting this type of trust into effect.

Q-TIP TRUST: Short for Qualified Terminal Interest Property, it is a type of marital life estate trust that is intended to postpone payment of estate taxes when the first spouse dies. It only postpones them until the death of the second spouse and the taxes could be higher then since the amounts would be calculated on the then-current estate, but it saves the survivor a substantial amount of money while alive.

GENERATION-SKIPPING TRUST: You may have heard of this type of trust where the bulk of assets are left to the grandchildren, but the income derived from them is utilized by the trustor's own children. In essence, the estate "skips" the children, going directly to the grandchildren, but the use of the income is still there for the direct heirs; the use of the property is not.

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Current laws impose a tax on all generation-skipping transfers in excess of \$1,000,000. If an estate is worth more than that, the children may want to get this excess property directly since they will have no access other than to income from the property that was transferred to the grandchildren.

It all depends on the size and type of estate.

These are examples of other trusts. This isn't meant to say you should attempt to set up every conceivable type of trust. The key is what your estate and heirs "picture" looks like — this will govern the estate planning devices you will utilize.

TAKING INVENTORY

To value your estate from both a net worth and living trust planning standpoint, you must inventory your assets and calculate your liabilities first.

Assets: This is the first calculation. You should list each item and describe it, indicating whether you own the property outright or the percentage of your ownership if not. Then list the actual value of the portion you own.

Begin with your liquid assets: - cash - savings - checking accounts - money market accounts - CDs - precious metals

Next, list other personal property: - stocks - mutual funds - bonds - other securities - automobiles - jewelry - furs - art works - antiques - tools - collectibles - life insurance

Then, list your real estate holdings including your own home(s), condominiums, mobile homes, land, etc.

Finally, list any business personal property including partnership interests, copyrights, patents, trademarks, stock options, etc.

Add these up and you will have the total amount of your assets.

Then, list your liabilities by name and the amount you owe, including:

- personal loans (credit cards, bank) - mortgage loan(s) - taxes due, current or past - life insurance loans - other personal debts

Add all of these numbers up to arrive at your total liabilities. Subtract your liabilities from your assets to arrive at your net worth.

This allows you to place a value on your estate. You can see how close your estate is to \$600,000. You can inventory property that has to be itemized for the living trust anyway. You can separate property by titled ownership and non-titled property.

SUMMARY

Knowing where you are in valuing your estate is an excellent start to your estate planning program. The use of a living trust is a clear example of using estate planning to help you (and your heirs) save money and avoid the hassles of court and lawyers.

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You Can Win Oil Leases From The Government

The public faces a barrage of newspapers, telephone and direct mail advertisements promising quick wealth and fortune through “too good to be true” opportunities.

Perhaps you have been among those invited to take advantage of such opportunity by entering a drawing for oil gas leases on federal lands. The ad says: write for details or send a check to cover the cost of filing fee and other services, and have your name entered in the drawing.

It is really possible to strike it rich? How slim are the odds and what are the risks?

The purpose of this report is to acquaint you with the relit and procedures involved regarding oil and gas leasing form the Government.

TYPES OF LEASES

Lands that are not within any known geologic structure of a producing oil and gas field, commonly known as “wildcat” lands, are subject to leasing to the first qualified person making application for a lease. Such lease is termed non competitive since the applicant is entitled to the lease without competing bidding.

LOCATION OF TRACTS

Many tracts offered for non competitive leasing are in the Western States where most of the public land is located. These are the states of Alaska, California, Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming. Occasionally, a few tracts in Washington and Oregon are offered.

Tracts in the Midwest and East are also put up for non competitive leasing. The tracts are primary in Alabama, Arkansas, Florida, Louisiana, Michigan, Mississippi and Ohio.

HOW THE DRAWINGS WORK

Each State Office of the Bureau of Land Management prepares and posts a list of lands within its jurisdiction that are available for releasing. These tracts range in size form 40 acres up to a maximum of 10,240 acres. These list a may be viewed in the State Offices or obtained from the State Offices by mail for a small charge, usually \$5 to \$10 per list.

If any lands are available for releasing, the Bureau of Land Management State Office posts its list on the first day of business for the months of February, April, June, August, October, and December. Applications are accepted until the close of business on the 15th working day after the list is posted. If more than one application is received for a given tract, a drawing is held to decide who will get the lease. All application for simultaneous oil and gas leases must be submitted to the Wyoming State Office, which maintains a central computerized system.

QUALIFICATIONS AND LIMITATIONS

Federal oil and gas leases may be obtained and held by any citizen of the United States; however, no lease may be acquired by a minor, but it may be issued to a legal guardian or trustee in behalf of the minor. Associations of citizens and corporations under the laws of the United States or of the State also qualify.

Aliens amy not hold any interest in leases. They may, however, own or control

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stock in a corporation holding leases, if the laws of their country do not deny similar privileges to citizens of the United States.

No person, association, or corporation may hold, own or control oil and gas leases for than 246,080 acres in any one State.

HOW TO FILE

Applications may be filed on any of the parcels shown on the list posted in the BLM State Office. The parcel applied for must be identified by the number shown on the list.

Each offer to lease must be submitted on a official Automated Simultaneous Oil and Gas Lease Application (forms 3112-6), The applications must be fully completed and personally signed in ink by the applicant, or anyone authorized to sign on behalf of the applicant, during the filing period.

Each part B application form must be accompanied by a non refundable \$75 filing fee for each parcel, and the first year's rental of \$1 per acre or fraction thereof.

Each applicant must contain the actual business or residential address of the applicant. Addresses of third parties filing on behalf of the applicant are not permitted.

An applicant may file, or have an interest in, only one application for any one parcel; however, an applicant may file, or have an interest in, one application each for as many different parcels as he or she wishes.

THE DRAWING

After the close of the filing period on the 25th working day after the list is posted, a computer-generated random selection is conducted at the Wyoming State Office. Because of the heavy volume of applicants that must be processed, selection does not occur until the following month.

One applicant is randomly selected for each numbered parcel. If the applicant selected is unacceptable or rejected, a reselection will be made by computer from the remaining applications. Each applicant is notified of the results of his application in the random selection. The advance rental will be refunded to nonwinners.

CHOOSING A PARCEL

It should be remembered that these lands have been leased previously and are not known to contain deposits of oil or gas. Neither the Bureau of Land Management nor any other Federal agency can make any recommendation concerning the potential value of any parcel offered for non competitive leasing.

Most applicants use a "Filing Service" to select parcels. Some service charge a fee to evaluate parcels on the basis of geological and marketing data; others offer maps and information about the activities of oil companies operating in the area where the various parcels are located. A third type of filing service charges a fee for selecting a parcel from the list posted by the Bureau and assisting the applicant in filing application.

Neither BLM, nor any other Federal agency, endorses any filing service. None are in any way with the Federal Government. Be wary of filing services that paint an overly optimistic picture of your chances of winning and making money. Consider these firms may file for hundreds and even thousands of clients on a limited number of parcels, and

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the more interest these firms can generate in drawings, the more applications will be filed on each parcel, and the less chance each individual will have of obtaining a lease.

The names of firms or individuals that specialize as filing services may be located through business or professional associations, through oil and gas trade publications or chambers of commerce. They sometimes are listed under the heading "Federal Leasing Services" in the yellow pages of telephone directories.

Anyone considering the use of a filing services should carefully examine what services are offered and how big a premium is being charged beyond the required \$75 filing fee and the advance rental that must be paid to BLM for each filing.

Possible source of information on a filing service are the Better Business Bureau in the area where the firm is located and the State, county or local consumer protection agency.

LEASE TERM AND CONDITIONS

The lease grants the lessee the right to explore and drill for, extract, remove and dispose of oil and gas deposits, except helium, that may be found in leased lands. Such leases are issued for a period of 10 years and so long thereafter as oil and gas are produced in paying quantities. The lessee cannot build a house on the land, cultivate the land, or remove any minerals other than oil and gas from the leased land.

Before any drilling operation can commence, the lessee or his operator must furnish a bond to assure compliance with all the lease terms, including protection of the environment.

WHAT IS THE LEASE WORTH

The value of oil and gas leases varies greatly. None of the tracts offered has known potential for oil and gas production. In certain cases, non competitive leases have brought substantial profit to the winners. Generally, however, these leases average only a few dollars per acre if resold.

SELLING OR ASSIGNING A LEASE

Many people who acquire an oil and gas lease through the leasing system do not intend to drill for oil or gas. Often the motive for entering the drawing is to sell the lease to an oil company for a profit.

If the lease is located in an area which may be attractive to industry, interested buyers may make an offer.

A willing buyer may offer a lump sum for a lease. In some cases, the original lessee can negotiate to retain a royalty interest in any future production from the lease.

CAUTION

Any person who considers entering the oil and gas drawing should keep certain facts in mind:

- * The land offered for leasing was formerly included in oil and gas leases that expired, terminated, or were relinquished or canceled.

- * The land involved is not recognized as being within a known geological structure of a producing oil or gas field.

- * Your offer to lease is strictly a gamble. Since a very large percentage of the

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tracts won are never drilled on, your parcel may not have any potential for oil and gas even if you win the drawing.

* the more desirable parcels may attract hundreds, even thousands of applications.

WHAT TO DO NEXT TO PARTICIPATE

After carefully reading this report, if you wish to participate in the drawings of your own, here is how to proceed:

Select the geographical area that interest

Locate the BLM State Office that is responsible for the area you have selected. Write that state for information. The State Office will send you application forms and tell you how much it will cost you to receive by mail the list from which you must select your tracts for the drawing.

U.S. Government Auction Sales: The Money-Maker Of The 90s For You AN INSIDER'S HANDBOOK

OVERVIEW OF GOVERNMENT AUCTIONS

Most people are completely unaware of the bargains that can be found in the most unlikely of places: the government! We're used to reading about the Pentagon paying \$59.00 for a wrench, about the national debt rising higher and higher, so it's excusable to not think of government and "sales" in the same sentence.

Yet nearly every level of government from city and town on up through county, state and federal, has possession of excess property that must be disposed. If this can be accomplished and money raised at the same time, why not? We want government to be fiscally responsible, right?

The most common methods of parting with this overage of property is through auction sales. These affairs offer a unique opportunity to the right person — purchases at bargain basement prices that you can turn around and sell at a profit! The money to be made staggers the imagination.

Whether it's property seized by police officers or customs officials to repossessions by the Department of Housing and Urban Development, there are thousands of items of all types available at rock-bottom prices. Whether you're merely buying for yourself or seeing this as a line of business that could make you a substantial profit, the key is to identify and locate these auctions.

You name it! Houses, cars, jewelry, yachts, farm Gov't equipment, computers, firewood, it's there for the bidding — and the buying! And, eventually — the selling for profit!

You don't need much experience for this. You are familiar with what many of these items cost today on the open market. If you buy it far enough below market value, you can still sell the property yourself at a discount and make a handsome profit.

If you yourself have always wanted to own a luxury yacht, here's your chance. You'll never find your dream purchase at a lower price.

You could even start a secondhand store or set up shop at a flea market or swap

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shop to peddle your merchandise after you've acquired it. Many of these places are havens for shoppers. You've simply gone them one better by obtaining the good(s) at an even lower price than they'll pay — and be pleased with their "bargain".

The purpose of our booklet is to point you in the right direction to find out about the various auctions that are held by virtually all branches of government. The listings in this book are as up to date as possible. Contacting these places listed should give you the information you need to begin your auction attendance.

There are open-bidding auctions where you shout out the dollar value you're willing to pay following a minimum bid requirement called by the auctioneer. There are also sealed-bid auctions where you submit the price you're willing to pay. You only get one shot at that type of bidding.

Be careful with the open bid auctions. You can become so focused on a particular piece of property that you end up in a "bidding war" for it that ends up with you paying more than you should and cutting well into your eventual profit. Be disciplined! Set a dollar limit ahead of time so that you can let certain items go if the bidding goes too high. This is a business now, so common money sense is important. You must now think in terms of expenses vs. revenue.

If you have a certain hobby or interest, property in this area may be your natural market. If you specialize, it can help you concentrate on only those items in the large auctions areas where there are hundreds of people bidding for thousands of goods. Your focus will be in your area and you'll soon be an expert on costs, prices and resale's of this commodity.

Auctions can be hyped up — to the point of temptation to overbid. Don't do it! Remember your goal, your budget and your knowledge of what things cost and you'll do fine. Through the contacts listed in this booklet, you will find yourself on a regular mailing list of government auctions. Often, with the notice, you'll receive a catalogue of the items to be sold and approximately what time they'll be auctioned. This will allow you to budget your time wisely at these affairs and not get lost in the shuffle.

Good luck!

STATE GOVERNMENT AUCTIONS

These are the state contacts and a brief description of auctions held at this level of government.

ALABAMA: Alabama Surplus Property P.O. Box 210487 Montgomery, AL. 36121 (205) 277-5866

Alabama auctions offer a variety of goods usually three times a year. Items: office equipment, cars, farm machinery, trucks, boats, tractors and more. There is a mailing list you can be placed on.

ALASKA: Surplus Property Management Office 2400 Viking Drive Anchorage, AK. 99501 (907) 279-0596

It's best to call the Juneau office (907) 465-2172 to be placed on their mailing list. There are weekly auctions of smaller items like furniture and office equipment and spring and fall auctions for larger items like cars.

ARIZONA: Office of Surplus Property 1537 W. Jackson Street Phoenix, AZ. 85007

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(602) 542-5701

Auctions four times per year. Items: computers, cars, furniture and thousands of other pieces. Mailing list is available.

ARKANSAS: State Marketing & Redistribution Office 6620 Young Rd. Little Rock, AR. 72209 (501) 565-8645

Mailing list available. Both regular and sealed bid auctions are held. Weekly events.

CALIFORNIA: Office of Fleet Administration 1416 10th Street Sacramento, CA. 95814 (916) 657-2318

Open bid auctions once a month on Saturdays at Sacramento or Los Angeles of surplus vehicles. Mailing list.

COLORADO: Department of Correctional Industries State Surplus Agency 4200 Garfield Street Denver, CO. 80216 (303) 321-2200

Several auctions per year. Mailing list is available. Non-profit organizations have first choice.

CONNECTICUT: 60 State St. Rear Wethersfield, CT. 06109 (203) 566-7018 (or 7190)

Eight to ten auctions per year. Vehicles usually auctioned on the second Saturday of the month. Registration fee.

DELAWARE: Division of Purchasing Surplus Property P.O. Box 299 Delaware City, DE. 19706 (302) 834-4550

In May and September, there are public auctions of vehicles, office furniture and other surplus property. Mailing list is available.

DISTRICT OF COLUMBIA Department of Public Works 5001 Shepard Parkway Washington, D.C. 20032 (202) 404-1068

Vehicle auctions held the first and third Tuesday of the month. No mailing list. Registration fee.

FLORIDA Department of Management Services 813A Lake Bradford Road Tallahassee, FL. 32304 (904) 488-5272

This address is a "retail" store with items available for sale. Motor Vehicle Bureau (904) 488-5178 holds vehicle auctions once a month at various locations throughout the state.

GEORGIA: Department of Administrative Services Purchasing Division, Surplus Property 1050 Murphy Avenue, S.W. Atlanta, Ga. 30310 (404) 756-4800

Several auctions per year, held on the third Wednesday of the month chosen. Mailing list. Items: vehicles, shop equipment, typewriters, computers, copiers and more.

HAWAII No state surplus auctions.

IDAHO Division of Purchasing (208) 327-7465

Idaho's state agencies hold their own auctions. You must contact the specific state agency directly. Auctions advertised in newspaper.

ILLINOIS: Central Management Services Division of Property Control 3550

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Great Northern Ave. Springfield, IL. 62707 (217) 793-1813

Auctions held at Illinois State Fairgrounds in Springfield two or three times per year on Saturdays. Mailing list available for \$20/year. Items: desks, chairs, calculators, cameras, refrigerators and more.

INDIANA: State Surplus Property Section 229 W. New York Street Indianapolis, IN. 46202 (317) 232-0134

Auctions held as needed each year. No mailing list, but contact this office in May for a schedule.

IOWA: Department of Natural Resources Wallace State Office Bldg. Des Moines, IA. 50319 (515) 281-5121

Auction is second Saturday of May for items such as boats, fishing rods, tackle boxes and hunting equipment. The Vehicle Dispatchers Garage holds vehicle auctions three to four times per year. Call (515) 281-5121.

KANSAS: State Surplus Property P.O. Box 19226 Topeka, KS. 66619-0226 (913) 296-2334

Many items left over for sale following offering to state agencies. Contact office for information on events.

KENTUCKY: Office of Surplus Property 514 Barrett Avenue Frankfurt, KY. 40601 (502) 564-4836

Saturday auctions every two to three months as needed. Items: vehicles, desks, chairs, couches, beds, lawnmowers, etc. Mailing list is available.

LOUISIANA: Division of Administration Louisiana Property Assistance Agency P.O. Box 94095 Baton Rouge, LA. 70804-9095 (504) 342-6849

Auctions held on the second Saturday of each month at 1502 N. 17th St. Items: medical and office equipment, boats, bicycles, televisions, vehicles and more.

MAINE: Office of Surplus Property Station 95 Augusta, ME. 04333 (207) 289-5750

Public auctions five to six times per year. Primarily vehicles. No mailing list.

MARYLAND: Department for Surplus Property P.O. Box 122 8037 Brock Bridge Rd. Jesup, MD. 20794

No public auctions. Address above is a "retail" store for surplus property.

MASSACHUSETTS: State Purchasing Agency Department of Procurement & General Services Surplus Property One Ashburton Place Boston, MA. 02108 (617) 727-7500

Public auctions six times per year, usually on Saturdays. Vehicles primarily. No mailing list.

MICHIGAN: Department of Management & Budget State Surplus Property P.O. Box 30026 Lansing, MI. 48913 (517) 335-8444

Mailing list. Several auctions per year. Items: office furniture, household goods, machinery, livestock, vehicles and more.

MINNESOTA: Surplus Operations Office 5420 Highway 8 New Brighton, MN. 55112 (612) 639-4022

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About 15 auctions per year held around the state. Items Gov't Auctions include vehicles, boats and snowmobiles along with jewelry, furniture, computers, stereos and more. Mailing list.

MISSISSIPPI: Bureau of Surplus Property P.O. Box 5778 Jackson, MS. 39288 (601) 939-2050

Two to three auctions per year of machinery and vehicles. Mailing list.

MISSOURI: Surplus Property Office Materials Management Section P.O. Drawer 1310 Jefferson City, MO. 65102 (314) 751-3415

Regular auctions held throughout the year. Items: clothing, office equipment and vehicles. Mailing list.

MONTANA: Property and Supply Bureau 930 Lyndale Avenue Helena, MT. 59620 (406) 444-4514

One auction a year for vehicles. Mailing list. Other property auctioned the second Friday of each month.

NEBRASKA: Office of Administrative Services Material Division, Surplus Property P.O. Box 94901 Lincoln, NE. 68509 (402) 479-4890

Auctions three to four times per year. Items: office furniture, computers, couches and more. Separate vehicle auctions held. Mailing list.

NEVADA: State Purchasing Division Kinhead Bldg. 400 Capitol Complex Carson City, NV. 89710 (702) 687-4070

Second Saturday in August at 2250 Barnett Way, Reno, Nevada, 89512. Separate sealed bid auction mailing list is available, too. You must bid at least once over two to three auctions or you'll be dropped from the list.

NEW HAMPSHIRE: Office of Surplus Property 78 Regional Drive Building 3 Concord, NH 03301 (603) 271-2126

Two auctions per year of vehicles and other property. Mailing list.

NEW JERSEY: Purchase and Property Distribution Center CN-234 Trenton, N.J. 08625 (609) 530-3300

State vehicle auctions as needed. Mailing list.

NEW MEXICO: Highway & Transportation Department P.O. Box 1149 Santa Fe, N.M. 87504

Last Saturday in September. Vehicles and office equipment. Mailing list.

NEW YORK: Office of General Service Bureau of Surplus Property Bldg. #18, Harriman State Office Bldg. Campus Albany, N.Y. 12226 (518) 457-6335

Frequent auctions around the state. Sold by category. Mailing list.

NORTH CAROLINA: State Surplus Property P.O. Box 33900 Raleigh, N.C. 27636 (919) 733-3889

Sealed bid auctions. Mailing list. Warehouse available to inspect items.

NORTH DAKOTA: Surplus Property Office P.O. Box 7293 Bismarck, N.D. 58507 (701) 224-2273

Annual auction each September. Items: Vehicles, office furniture and equipment.

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Auction is advertised two days in advance.

OHIO: State and Federal Surplus Property 4200 Surface Road Columbus, OH. 43228 (614) 466-5052

Public auctions and sealed bid sales several times per year. Mailing list. Items: vehicles, office machines and furniture and more.

OKLAHOMA: Central Purchasing Department Central Services, B-4, State Capitol Oklahoma City, OK. 73105 (405) 521-3046

Several auctions throughout the year. \$10 gets you on a mailing list.

OREGON: Department of General Services Surplus Property 1655 Salem Industrial Dr., N.E. Salem, OR. 97310 (503) 378-4714

Public auctions held every Friday of items such as vehicles, desks, computers, snow plows, horse trailers and more.

PENNSYLVANIA: General Services Department Bureau of Vehicle Management 2221 Forster Street Harrisburg, PA. 17105 (717) 783-3132

Vehicle auctions at least ten times per year. Mailing list. Bureau of Supplies (717-787-4083) also auctions numerous items. Mailing list available.

RHODE ISLAND: Department of Administration Division of Purchase 1 Capitol Hill Providence, R.I. 02908

Rare public auctions, advertised in local papers. Sealed bids to a list of buyers of vehicles and office equipment. Call to see if you can get on the list.

SOUTH CAROLINA: Surplus Property Office Division of General Services 1441 Boston Avenue West Columbia, S.C. 29170 (803) 822-5490

Warehouse is at above address. Auctions held periodically. No mailing list. Public Transportation Office (803-737-1488) keeps a mailing list for its vehicle auctions held every five to six weeks.

SOUTH DAKOTA: Bureau of Administration State Property Management 701 East Sioux Avenue Pierre, S.D. 57501 (605) 773-4935

Two auctions per year, spring and fall. Vehicles. Mailing list.

TENNESSEE: Department of General Services Property Utilization 6500 Centennial Blvd. Nashville, TN. 37243 (615) 741-1711

Periodic auctions of vehicles and assorted machinery. Mailing list.

TEXAS: State Purchasing & General Services Commission P.O. Box 13047 Capitol Station Austin, TX. 78711 (512) 463-3445

Every two months, auctions of vehicles, office furniture and machines and highway equipment is held. Mailing list.

UTAH: State Surplus Office 522 South 700 West Salt Lake City, UT. 84104 (801) 533-5885

Auctions of vehicles, office furniture and heavy equipment are held four of five times per year. Mailing list.

VERMONT: Central Surplus Property Agency RD #2 Box 520 Montpelier, VT. 05602 (802) 828-3394

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Warehouse at Central Garage on Barre Montpelier Street. Items: office furniture and machines. Public auctions for vehicles in May and September. Mailing list.

VIRGINIA: State Surplus Property P.O. Box 1199 Richmond, VA. 23231 (804) 786-3876

Regular auctions for all types of items including office equipment, computers, tractors, bulldozers and more. Mailing list. Cars auctioned twice a year.

WASHINGTON: Office of Commodity Redistribution 2805 C. St. SW Bldg. 5, Door 49 Auburn, WA. 98001 (206) 931-3931

Central warehouse open noon to 2:30 PM on Fridays. Cash only.

WEST VIRGINIA: State Agency Surplus Property 2700 Charles Avenue Dunbar, W.V. 25064 (304) 766-2626

Auctions every month. Items: chairs, desks, telephones, computers and more. Mailing list.

WISCONSIN: Department of Transportation P.O. Box 7396 Madison, WI. 53707 (608) 266-3965

Warehouse at Hill Farm Bldg., 4802 Sheboygan Avenue. Department of Administration (608-266-8024) holds public auctions every month for vehicles. Mailing list.

WYOMING: State Motor Pool 723 West 19th St. Cheyenne, WY. 82002 (307) 777-7247

Secrets Of The Richest People

Would you like to realize your goals? Maybe you'd like to run your own business, expand your material possessions, or succeed in the arts. There is no one path to the pot of gold, but many people of all backgrounds have successfully found it.

Whether you want to follow the ways of the great financiers, the famous politicians, or the dynamic movie stars, there are common modes of behavior each of them followed. And in many cases, they have shared their secrets so **YOU CAN FOLLOW THEIR FOOTSTEPS.**

"If you wish to know the road up the mountain, ask the person who goes back and forth on it," said the ancient sage, Zenrin. What better way is there to know the secrets than to ask those who made it?

What goals do you want to achieve? And what amount of effort can you commit? You may want money for the extra things in life, money to build a corporate empire, or money to support yourself while you pursue the fine arts.

Perhaps you'd like to take the risk to start something new in your life. You may want to open your own business, devote your energies to an artistic career such as acting, or reap the benefits of your yearly endeavors with fabulous vacations several times a year.

What will bring you happiness? The satisfaction of success takes many forms. Not only are people seeking financial fortunes, but also the ancient goal of peace of mind.

Do you worry? You might be concerned about your health or your family's well-being. You may be anxious about the added expenses of education, medical bills, or the

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steady increase of cost of living. There are ways out of the endless cycles of worry, stress and anxiety. Right now, you can rise above the whirl of survival to achieve the accomplishments you dream of. When you're ready to put your whole effort into realizing your goals, **YOU WILL SUCCEED.**

WHAT ARE RICHES

"Had I but plenty of money, money enough to spare," wrote Robert Browning. And money is the greatest attribute of riches. A universal desire, money is the materialization of riches, the stuff that makes the rest possible.

Are you looking for financial security? For retirement, for education or leisure? Riches are the overflowing abundance of material possessions - houses, cars, boats, furnishings - everything you ever wanted.

Centuries ago, Horace wrote, "By right means, if you can, but by any means, make money." For many people it is a path towards happiness, a cure-all for worry and peace of mind.

For others, riches come in the form of satisfaction and personal independence. Satisfaction comes from accomplishment in employment or attaining goals. It is that feeling of contentment and confidence from a good task well done. Riches are closely linked with success. And with that comes fame and acknowledgment of position. Success might be the feeling of well-being from the rewards of good effort. Or the enthusiasm and vitality triggered by recognition.

"Success is how well I enjoy the minutes," said producer Norman Lear.

Throughout history, the people who lived with riches often achieved them by hard work, diligence and a belief in themselves. For some people, it took courage, genius and stamina.

But for many others, it took nothing special but the desire to turn dreams into reality. Whether you want millions of dollars, recognition as an artist, or personal freedom, you have the ability to make your life as rich as you want.

Think about what you most desire. It may not be hard cash, but what it can buy. Or it may be those feelings of inner satisfaction, from creating something beautiful or strong.

You may want personal independence from the work week, or freedom to live anywhere you want. You may be looking for something meaningful and significant in life - something other than things money can buy. Whatever your goals, and however difficult they seem to be to accomplish, you have the ability to become who you want. Take a look - can you see yourself surrounded by riches?

Picture the world open and in front of you, ready to become the form of your dreams, ready to stage your desires. "Why then, the world's mine oyster," wrote Shakespeare, "which I with sword will open."

WHO IS SUCCESSFUL?

Many people who achieve fortune in the world are not born rich. But they accomplish their deed, although hard to implement, as it will bring in lots of orders through hard work and a plan of action.

Every type of person on earth can become successful. There are saints and scoun-

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drels; philanthropists and thieves; poets and politicians; young and old. There are no limitations or physical boundaries for success.

Success comes to those who think about success and strive for it. Although many rich financiers at the turn of the century had no formal education, they overcame that and went on to great fame.

Some people strive towards a single goal from early in life, and often attain that goal while still young. Others are willing to risk new adventures later and still attain success.

"It's never too late to learn," wrote Malcolm Forbes, the money magnate. "I learned to ride a motorcycle at 50 and fly balloons at 52."

Whatever your task, whatever your obstacles, you can be as successful as anyone else. Study the people who accomplished recognition in the areas of your pursuit. How did they achieve their goals?

And don't be afraid you don't have what it takes. As Daniel Webster wrote, "There is always room at the top."

FORMING CONVICTION

The single attribute that every successful person has is the one-pointed devotion to attain a goal. "There in the sunshine are my highest aspirations," wrote Louisa May Alcott, "I can look up and see their beauty, believe in them, and try to follow where they lead."

What are your desires? How can you form them into definite goals that you can attain? Lawrence Peter wrote, "If you don't know where you're going, you'll probably end up somewhere else."

Maybe you're studying a craft or skill. Perhaps you're caught in a rung of the corporate ladder. Or, you might feel constricted by your family and the environment around you.

Which star are you reaching for? "Ours is a world where people don't know what they want and are willing to go through anything to get it," wrote Don Marquis.

Take the time to think about your own aspirations. Look inside to find what feels right. Almost everyone entertains the notions of fame and fortune, but put on the costume that fits you.

Conviction requires certain qualities of action. You must be sincere and be willing to assume responsibility. And you need the self-discipline necessary to work towards your goals.

Are you prepared to achieve your dreams? Can you form their reality in your mind? Will you devote your entire being to attaining what you want?

ON YOUR OWN

Most millionaires are nonconformists. So are the most famous actors and actresses; and the most prominent artists. Writers are known for their individual traits and eccentricities.

Your convictions and goals are your own business, even when you find help along the path. Mentors often take people under their wings to nourish and teach. Or spiritual

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guides will show you the path to attainment. But you're on your own to achieve.

Cultivate a sense of justice and an ability to make decisions. Cooperate with everybody and develop your own self-respect. And follow good criticism and advice after you've judged carefully. J. Paul Getty said, "I advise young millionaires to be skeptical of advice. They should advise themselves; they should form their own opinions."

Lord Byron wrote, "There is rapture on the lonely shore." And if you attain your goals with poise and sincerity, you'll find warmth and love at the top - not the cold loneliness pictured by the jealous.

Put on blinders to negative comments and criticism meant to hurt you. About the people who criticize, Voltaire wrote, "Never having been able to succeed in the world, they took revenge by speaking ill of it."

SEIZE THE DAY

People are judged by what they think and what they say. But the true measure of their character is what they do. Anyone who has achieved success and fortune in the world has done it by action.

William Jennings Bryan wrote, "Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved."

The choice of the path you follow is often put before you as opportunity. "Few people recognize opportunity," said Cary Grant, "because it comes disguised as hard work."

Don't let opportunities slip past while you're still considering them, and create new ones as you see them. "Wise people make more opportunities than they find," said Francis Bacon.

What opportunities can you act upon? Woolworth saw a need for small inexpensive items and opened the chain of stores that grossed billions. Wrigley started giving gum away as a bonus from a supplies wagon he sold from, and saw the opportunity to make money from the gum that became in high demand.

All successful people the world over have found the opportunities for their own special talents and acted upon those ways to achieve. Why wait for the time to pass? There's never a better time than now.

"Sometimes," wrote Lewis Carroll believed as many as six impossible things before breakfast." Take your own impossible dreams and make them become reality.

HOW THEY THINK

Thousands of potential millionaires are born every year. And making a million dollars is coming closer to everyone's pocket. What advice did the money-makers follow?

Aristotle Onassis worked eighteen hours a day to maintain his fortune. He started as a welder and aimed for the top. "You have to think money day and night," he said, "you should even dream about it in your sleep."

John D. Rockefeller, Jr., said, "I believe in the dignity of labor, whether with head or hand; that the world owes every person an opportunity to make a living."

And J. Paul Getty acknowledged his hard work: "I have no complex about wealth.

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I have worked hard for my money, producing things people need.”

Even Proverbs advises: “In all labor there is profit.”

Richard Bach, the author of the best selling “Jonathan Livingston Seagull” wrote, “You are never given a wish without also being given the power to make it true. You may have to work for it, however.”

The Empress of the British Empire, Queen Victoria, admonished, “We are not interested in the possibilities of defeat.”

DO YOU HAVE WHAT IT TAKES?

There are qualities of endeavor and achievement that are common to many people who make it to the top. The following questions are a guideline to self-enterprise and attaining your goals.

1. Do you prefer to work for yourself than for others?
2. Are you well-informed on current business and political affairs?
3. Are you a leader?
4. Do you take advantage of opportunities?
5. Do you pay attention to what other people say?
6. Can you finish a job even when it is difficult or unpleasant?
7. Are you challenged by problems?
8. Do you have a goal you want to achieve?
9. Do you consider other people?
10. Do you strive to attain?
11. Can you obey commands?
12. Can you bounce back after defeat?
13. Do you believe in yourself?
14. Can you stand by your actions in spite of criticism?
15. Can you follow instructions?
16. Can you respond to the needs of others?
17. Will you give credit to other
18. Can you make your own decisions?
19. Are you determined?
20. Are you ready for success?

ESTABLISH A GOAL

What do you want? Are you looking for financial security, professional acknowledgment, spiritual attainment? Do you want to fit better socially, or become more expressive creatively? Establish the goal that’s right for you.

Then turn that goal from a dream into a desire. You want to realize that goal, not just wish for it. Aesop said, “Beware that you do not lose the substance by grabbing at the shadow.” Know exactly what you want, then go for it.

Don’t be tricked by your own procrastination - especially if you want to achieve something artistic. The writer Thomas Wolfe wrote, “I had been sustained by that de-

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lightful illusion of success which we all have when we dream about the books we are going to write instead of actually doing them. Now I was face to face with it, and suddenly I realized that I had committed my life and my integrity so irrevocably to this struggle that I must conquer now or be destroyed.”

Can you see what you want? If you want the abundance of material wealth that money provides, what goal will give you that money? Do you want the prestige of owning your own business? What business do you want to begin?

Where are the opportunities for you? Talk to everyone in the business you want to join. Make friends in the literary or art societies in your area. Read books and articles about your field of endeavor. How can you attain your goal?

“If you don’t want to work, you have to work to earn enough money so that you don’t have to work,” wrote Ogden Nash. “And isn’t that the way” Money makes money; success breeds success. But not always. How can you break through those thoughts to help yourself to the rewards?

Henry David Thoreau wrote, “I have learned this at least by my experiment: that if you advance confidently in the direction of your dreams, and endeavor to live the life which you imagine, you will meet with success.”

Think big and visualize success. Do you see yourself in a big house? Maybe you picture your artwork hanging in a gallery. Can you feel your book in print and in your hands? How does it feel to be a person of success? Believe that you are; believe that it is in your grasp. That’s what the others did, and that’s how people make it to the top.

Then get down to basics. Be precise. Exactly how much money do you want, and by what date? And exactly what are you going to do to earn that money? Be realistic, but give yourself short-term goals.

Write it down. In six months or one year, you will have how much money. And repeat it until it feels good. Then repeat it twice a day until it swirls in your subconscious, until it becomes your one-pointed goal.

“The goal stands up, the keeper stands up to keep the goal,” wrote A.E. Housman.

KEYS TO SUCCESS

Make people feel at ease. They will respond to your needs as you respond to theirs.

Share the spotlight. Give credit to those who deserve it - and to those who strive. Don’t grab praise away from other people.

Have confidence in your own value. Don’t do anything that won’t credit your own self-respect. Follow up your actions as they reflect your own self-worth.

Listen well to others’ comments. Then weigh your own actions. Cultivate relationships with people who have good and important things to say.

Participate in life. Be active in business meetings and endeavors; volunteer to be part of organizations and groups. Social interaction will boost your sense of well-being .

Feel worthy of your own goal. Know that you can attain it and that it is right for you.

Grasp your own challenge. Don’t give yourself impossible goals, but always reach higher.

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Relax and be yourself. Each person is different and just as wonderful as the next. Don't be plagued by what you think others think of you.

Don't bathe in success - use it. Once you achieve your first goal, go on to others. Use the money you earn for the rewards you look for. Then go on to the next endeavor.

Be slow to criticize others' achievements. Find out how they did it and learn from them.

Never use subterfuge. Don't go behind someone's back. Speak your mind and earn respect.

Banish negative thoughts and traits. Restructure your life to exclude bad habits. Believe in yourself and what you are to accomplish. All the power in the world is within you to achieve.

WORK TOWARDS YOUR GOAL

"To get profit without risk, experience without danger, and reward without work, is as impossible as it is to live without being born," wrote A.P. Gouthey. Every person who has attained something worthwhile has worked for that goal.

Cary Grant said, "I do believe that people can do practically anything they set out to do if they apply themselves diligently and learn."

Which path is the right way towards your goal? Do you need more education? Do you need a few years experience in your field of business? Maybe you need a teacher or guide to help you practice.

"I have learned that success is to be measured not so much by the position that one has reached, as by the obstacles which are overcome while trying to succeed," wrote Booker T. Washington.

What obstacles are in your way? Consider them as easy to pass through as hurdles are to a champion runner. Take each obstacle as a special challenge placed especially for you. Approach it with intelligence and courage, then learn what it has to teach.

"Success is a journey," said Ben Sweetland, "not a destination." For some, the process of attainment is the attainment itself. They move on, keep growing and expanding. There is no still water at the top.

"The message from the moon is that no problem need any longer be considered insoluble," wrote Norman Cousins. And you can attain anything that seems impossible.

If you have a problem that needs to be solved, sit calmly and consider it with a clear mind. Observe all the consequences of the actions - both good and bad. Ponder the paths and actions and contemplate the core of the problem. The solution will appear.

"Ask and it shall be given you; seek and ye shall find; knock and it shall be opened to you for everyone who asketh, receiveth. He that seeketh, findeth and to him that knocketh, it shall be opened."

Tap the inner self and encourage positive actions. With each outgoing breath, release the impossible; at each incoming breath, inhale the attainable. Demand the best of yourself, but don't despair from an overused sense of perfection.

What can you learn? And who can teach you? Can you attend classes and seminars from universities near home? Check out books from the libraries and absorb the

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material. Find a master and become an apprentice.

“Anyone who stops learning is old, whether at twenty or eighty,” said Henry Ford. “Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.”

Never stop learning; never stop growing and expanding as a person and in your personal endeavor.

ASK YOURSELF

As you consider the success you desire, you need to affirm its possibilities and develop the self-confidence necessary to attain the goals. Learn to do things well. “If you know how to do one thing well, you can do everything,” wrote the philosopher Gurdjieff.

Are you ready for success?

Is what you are doing now helping you to achieve your goals?

Do you weigh the consequences before making a decision?

Is this the best use of your time?

Do you cooperate with everyone and help cultivate their best potentials? Are you warm and sincere?

Do you have the courage to succeed?

Do you have the self-discipline necessary to achieve your goals?

Do you have a realistic sense of self-worth?

Do you give more than you take?

Do you have the courage to fail, and then pick up and try again?

Can you assume responsibility without blaming others if things go wrong?

Are you strong?

Can you be sympathetic to life and its sufferings?

Can you say no?

Will you follow your convictions and plans to achieve?

Do you sincerely want to achieve the goals you have chosen?

TAKING RESPONSIBILITY

“The price of greatness is responsibility,” wrote Winston Churchill. Are you willing to take the responsibility once you attain the success you desire?

“The deepest personal defeat suffered by human beings is constituted by the difference between what one was capable of becoming and what one has in fact become,” wrote Ashley Montague. And the greatest tragedy is to become less than your full potential, using less than the abilities you have to work with.

Are you waiting for something to happen? Maybe you’re waiting for a job offer, or a promotion. Perhaps you’re waiting until you get good enough at a craft or skill. Or are you waiting for the inspiration of creativity to strike your life?

It is up to you to take the actions and be responsible for their consequences. “Our responsibility: every opportunity, an obligation; every possession, a duty,” wrote John D. Rockefeller, Jr.

Inspire yourself. Read books that will spurn you to action; talk to people who have

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the vitality you admire. How would you like to lead your life? And make the changes necessary to be like that. "There is nothing permanent except change," wrote Heraclitus. What changes do you want to make? What are you waiting for?

ACCOMPLISHMENT

What actions will take you closer to your goals? Decide upon the steps and write them down. Review them until you feel comfortable with those steps. Then repeat them at least once a day, crossing them off as you accomplish them.

"I believe there is no escape from the rule that We must do many, many little things to accomplish even just one big thing," said James Dupont. "This gives me patience when I need it most."

The most rewarding accomplishments are those that take long to achieve and present difficulties. It is only through these difficulties that a person can rise above the rest to be the unusual, the outspoken and the well-deserved.

As if building a kit, follow your own instructions. Decide your best courses of action and achieve their benefits. Whether the steps are small or large, make them achievable and then do them. Don't commit yourself to things that you never intend to do.

"Even if you're on the right track, you'll get run over if you just sit there," said Will Rogers. Don't be paralyzed by inaction; rather act upon your own convictions.

Set yourself up for rewards. Don't give yourself goals that have no feeling of satisfaction or no monetary rewards. If you want to be an artist, be the best and learn from the best. Don't dwell on imperfections or the awkwardness of unpolished skills.

If you go into business, do it for profit or reinvestment. "In business, the earning of profit is something more than an incident of success. It is an essential condition of success. Because the continued absence of profit itself spells failure," said Justice Brandeis.

Marchant wrote, "To be a success in business, be daring, be first, be different." Think of ways to achieve the best; formulas to increase productivity or decrease overhead. Profit is your drive.

"Profitability is the sovereign criterion of the enterprise," wrote Peter Drucker. And, profitability is the core of any achievement - whether financial or artistic.

Once you achieve your goals, think of ways to benefit others. "Money-getters are the benefactors of our race," said P.T. Barnum. "To them we are indebted for our institutions of learning, and of art, our academies, colleges and churches." How can you benefit humankind and still keep enough to fulfill your own desires?

THE HIDDEN ASSET

Not all success can be counted in dollars; not all richness is measured by money. "The great secret of success is to go through life as a person who never gets used up," said Albert Schweitzer. "Retire upon yourself and look for the ultimate cause of things inside you."

Look within yourself for the ultimate inspiration, and follow the true feelings you discover. "One of my favorite methods is to whisper," said Alfred Hitchcock. "I've discovered the best work is done with sweet reason."

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Act upon your own conscience -that guides; that judges your actions and signals your behavior. "Conscience is the inner voice that warns us that someone may be looking," wrote H.L. Mencken.

Accomplish what you desire; fulfill your inner yearnings. But don't compromise your deepest feelings.

"We do our best that we know how at the moment, and if it doesn't turn out, we modify it," said F.D. Roosevelt.

Follow the paths that life offers you and live the fullest existence you can.

TAKE A LOOK

Look at yourself and look at those who have succeeded throughout history. Do you have what it takes? Even if you have only a few of the qualities of the other great people, you can achieve your heart's desire.

Reach for the highest, then reach higher. Accomplish your steps one by one on a daily basis, always moving forward, always making progress. Encourage yourself. Insist that you can succeed and affirm these thoughts daily.

Keep a sense of proportion and judge for yourself. Then keep busy at the tasks you've set out to accomplish. What's keeping you? "Genius is one percent inspiration and ninety-nine percent perspiration," said Albert Einstein.

Find inspiration wherever you can. Talk to people; read about people; learn your business or craft. Believe that you can do it and you will. The only way to dispel the doubt that you can do something is to finish it.

Always be the best you can be. Never fall short from fatigue or lethargy. Don't attempt to do anything that you can't give your all to.

There is no way to inner satisfaction without appealing to the higher consciousness. Search within and without to find the paths that are meant for you and follow them with conviction and a steady heart. And, you will succeed to become as rich and full as you ever desired.

Harold Ickes wanted the "freedom to live one's life with the window of the soul open to new thoughts, new ideas and new aspirations."

And Woody Allen looked for a clear path. "If only God would give me some clear sign" he said. "Like making a large deposit in my name at a Swiss bank."

Finally, Sophie Tucker sums up everyone's worldly outlook: "I've been rich and I've been poor," she said. "Rich is better."

The Insider's Guide To Getting Along With Your Boss

Understand, the fact that your boss, like yourself, is a human being. Like everyone else, bosses come in all shapes and sizes. Like you, he has ambitions, aspirations, and dreams. Some he will achieve, others he won't. Some bosses are good managers, others bad, but most fall somewhere in the middle range.

Unless you're working for a very small company, your boss probably has superiors of his own - that no doubt can, and do, drive him crazy at times. What it boils down to more than anything else is, how well you and your boss can deal with the emotional

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roller coaster of everyday life, and perhaps most importantly, how each of you view your job.

To get along with you boss, or other people for that matter, you have to know how to understand and react to personality traits, get inside your boss's head. In short, you need to develop your human relations skills.

This does not mean becoming a "yes" man and always siding with your boss no matter how dumb a mistake he makes, or how big a fool he makes of himself. Your boss may appreciate such blind devotion, but unless you are willing to drop anchor and never advance up the corporate ladder, you also need to know when to put some distance between you immediate supervisor, and the powers that be, because if your boss really goofs-up - you may be shown the door at the same time your boss is!

Back to getting along with the boss, you of course need to get on and stay on his "good side," in short become a team player That means becoming the type of an employee everyone would like to have work for them. Someone with a positive outlook, someone who's also friendly, loyal, tolerant, compassionate, understanding, courteous and supportive. Someone who can take, and follow orders. Someone who can get the job done. Someone who knows when to speak-up, and when to keep his mouth shut.

Regardless of what you think of your boss, the first thing you should learn, is his style of supervising. The two extremes of management style, are a boss who enjoys playing the part of a military leader, where he, or she barks orders that must be followed exactly without question, or the boss who maintains a very low profile, giving employees broad guidelines and then disappearing. Fortunately, most bosses fall somewhere in between the two extremes, or little actual work would ever get done!

If you have the type of personality that demands you must have very specific orders or you're "afraid you won't do it right," you better have a boss who is willing to spend the time watching your every step.

On the other hand, if you must be left to your own devices to make things work to get the job done and resent the boss looking over your shoulder or constantly "picking on you," you better have the type of boss who is willing to give you enough room to do your own thing.

Either way, if you are stuck with the "wrong kind" of boss it will be a real source of irritation that frequently ends in you not seeing eye to eye with your supervisor.

If you can't change, or at least try, you would be better off finding employment elsewhere - because the boss isn't going to change his management style to please you!

It also pays dividends to learn what your boss likes and dislikes, and then adapt what you do to suit his personality and management style. All bosses expect their workers to know how to do their job, and to get it do it correctly, and on time, but problems are bound to come up in any business. One thing that can really "set off" your boss is not handling problems like "he thinks" they should be handled.

Remember, he's the boss, so be sure to learn how he wants you to communicate problems. Does he prefer you put it in writing, arrange a meeting, or just drop-in his office anytime you have a question? Use common sense. If the boss is in a bad mood, or otherwise having a bad day, he's probably not in the proper frame of mind to listen to

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any new suggestions, or for you to ask to go home early, take a day off, or get a raise.

Besides consideration for the boss's mood, and receptiveness on any particular day to listen to new ideas, the employee who thinks he has a good idea for changing an operating procedure, should always rethink his idea through from every angle before presenting it to the boss.

You should give your boss the feeling of confidence that you're a team player and you want to be the one he or she can depend on to make his or her job easier. You should try to figure out what your boss's goals are, then help him to reach those goals through your contributions as a good employee.

Basically, the good employee is the one who is ready and in the mood to go to work at the designated time.

- A good employee knows his job, inside and out, and if faced with something new, puts in the necessary time on his own, to try and figure things out, then presents options to the boss, who decides if any changes in policy or procedures are needed.

- A good employee doesn't take time off except for real illness or emergencies. He's the one who does his work, gets the job done, and is proud of his contribution to the overall success of the company he works for. He's one who's ready to help a fellow employee or newcomer without having to be asked to do so.

- A good employee lets the boss know that he's completed his work, and is free to assist him or her with special projects. He's the one who doesn't camp out at the water cooler or coffee machine engaging his fellow workers in idle gossip. He's the one who sets up his work area either for the person on the next shift, or so that he'll be able to go right to work when he comes in the next day.

All of these things and more, are the basic ingredients to the definition of a good employee, and being a good employee is the best way of getting along with the boss! The practice of good human relations and displaying the virtues of the ideal employee, requires the constant use of one's common sense for ultimate success. One needs to be aware of the boss's sensitivities, and eccentricities. If he bristles at any hint of criticism of how he does things, he needs a subordinate who'll be willing to work under less than ideal conditions.

So, the bottom-line to getting along with any boss is first be a good employee yourself. Master human relations. Understand that your boss is a human being just like yourself - with a job to do, and bosses of his own to answer to. So do everything you can to make his or her job easier. It will go a long way to making your job easier and having a good working relationship with the boss!

If you can master the all important "people skills," someday you may enjoy the power and prestige of being the boss, and enjoying all the perks and other trappings of being in charge!

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How To Win Contests

Based on information published in national magazines and papers, it is believed a minimum of somewhere near FIFTY MILLION DOLLARS is given away each year in PRIZE CONTESTS. Is it any wonder that smart people, men and women of all ages in about every walk of life, are taking home these prizes? Some devote their full time to solving contests for money (or prizes), usually of extremely sizeable amounts and value. Refer to about every magazine you see, a large number of newspapers, about all TV and Radio stations - to name a few - plus some publications which are 100% CONTEST NEWS.

Many persons receive many times larger yearly total earnings devoting their full time or a generous part of their spare time to solving the CONTESTS which come to their attention. They do it year after year as their ONLY occupation. Others like to try their hand solving contests whenever they feel in the mood, but do not have any regular time schedule to tie them down.

An article in the Wall Street Journal stated that many spare time contest men and women receive over \$600 year after year. One article I read states that someone they knew had earned in excess of \$40,000 and had solved more than 2,000 contests for prizes. Another item I read says some other contest solver won over 80 different contests to receive over \$25,000 within TWELVE MONTHS.

However, a study of winning CONTESTS proves for the most part that it is not based on luck. Therefore, it is wise to find out what the true fundamentals are before one starts. That way alone, it is possible for one to compete with the others working on the solution of the same contest. You'll find the necessary (easy-to-understand and follow) instructions in this text.

A. Be sure that you carefully read the rules of each contest -and understand before you start - that these rules must be followed, in every particular, in order to win, or be one of the top winners. Almost half of all contests entries are thrown out, with hardly more than a single "glance" by the contest headquarters, for the sole reason, that the sender did not follow the clearly printed rules. It pays to be extremely careful when working on any contest. Check and recheck it with the rules before you mail it in.

B. Be sure your entry is as neatly presented as possible. This is extremely important. Whenever possible typewrite your entry, as this adds greatly to the neatness requirement. If you do not have a typewriter or a friend who would type it for you, and you are obliged to mail it in longhand, write neatly, and only with a pen and ink - never with a lead pencil.

C. Mail your entry in a suitable large sized envelope, even if you have to go to your nearest store to buy it.

D. If the contest requires a box top or label, coupon, etc., make sure that you do not forget to enclose it in the envelope. (You may be surprised to learn that many do forget - so their entry is discarded - even if in all other ways it is the best, qualifying for the top prize money.)

You'll find that your chances for winning are multiplied ten fold if you own or rent from a library the latest unabridged dictionary as well as a copy of a thesaurus.

Some of the winners of the larger contests are strong in their feeling that one should

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have a Rhyming Dictionary, an Almanac, Atlas, and one of the many editions of a Crossword Puzzle Dictionary. Most folks have a dictionary and encyclopedia. Both are needed to properly enter most contests. Time and time again, one or the other of the books will come up with the word or answer you seek to solve the contest.

However, for folks just starting, and with limited money to spend, you should confine yourself to the books named above that you may now have and buy the others as you win smaller contests and can afford to.

E. Visit your nearest (or best) public library and ask the clerk to help you locate their various books, magazines, etc., relating to contests. Make notes on the winners of contests -their style or entry - for your future thoughts and guidance. Jot down in a notebook the things you want to remember or refer to, or think you would be likely to want to consider at some future date. It will most likely prove priceless to you much more quickly than you think. It will help you to think of first prize winning steps to take, etc.

F. An ever-increasing number of larger firms feel contests help them put their items or offers in the right hands with the best results. They therefore often start a new contest almost as soon as their last one is completed. This is especially true in contests where a wrapper, label or box top, bottle cap, etc. is requested. This method is usually very successful in getting more people to try their product than any other form of advertising.

G. Above all else, make a point of having your entry worded as briefly as you can. Many contests even ask for an opinion within an specified number of words. In other words, the advertiser wants you to tell him briefly why you prefer his product to any other

Example:

"Wheaten is preferred by me because it tastes better than any other breakfast cereal, has less calories, sugar and other fattening items, with a much higher food value."

"I buy ZOKA soap because it suds best in hard water, and pampers one's skin. ZOKA keeps my complexion youthful looking as if I had used the costly creams."

Always study the product completely and make notes on your scrap pad of all the ways it pleases you, over competitive brands. Make your story clean-cut with clearly understood "selling" phrases. Be enthusiastic, but always sincere and truthful. Whenever possible, tell about your personal results in using the item.

Don't be in a rush to mail the entry to the contest headquarters firm - professionals put their first drafts to one side, then refer to it "tomorrow" or the next day, rewriting it over and over again (usually) until they feel it is their very best work. Then, they mail it in. It pays and pays big to follow the methods of the professionals.

Perhaps just about every entry sent in on any contest is "Point Rated". If you checked your entry, before mailing it in, comparing it to the 8-point method below, you could know in advance if your entry has a far above average opportunity of being one of the winners - perhaps even the top grand prize.

1. References to the accomplishments of the product or item. 2. Expression of thought, new ideas, originality. 3. Effective combination of words, sentences, etc. 4. Truthfulness - or is it believable. 5. Creativeness by fresh thoughts or comments 6. Brief-

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ness, easily understood by all. 7. Arouse thoughts, create emotions. 8. Make a sales-promoting image, text creates a "picture".

I think most folks would not need teaching on jingles or limericks, where you are asked to insert the last line of a poem. These are popular and much money could be made adding the last line. The best method would be to almost memorize the lines given to you first, then make your last line either clever, or unusual, (or both). Your rhyming dictionary will be of tremendous help in winning top prizes in this form of contest.

Picture and Number Puzzles are always popular. These contests (in my opinion) do not need instructions beyond one's common sense. The chief thing to remember is to carefully read the rules and to follow the instructions of the advertiser. This type of contest does require considerable time, thought and study. Take your time. Go over all rules time and time again. When you feel confident your entry is your best work, then and only then mail it in. This kind of contest almost always seems to wind up with a sizeable number of tied contestants, requiring another "run off" to decide the winner, and sometimes more than one "run off". For this reason, it is not the most popular with the professionals. Usually "beginners" try their hand at them.

Name contests are always popular - a manufacturer wants the public to select a good name for one of his items, and offers a sizeable award for the entry he or his advertising agents regard as the best of all. Remember to tie the sponsor's item or product into your reply of the name you feel is best. Make it catchy and easy to remember for the best possibility of being the winner.

Guessing contests, as the name implies, are in my opinion, at least 90% luck. Professionals rarely enter them. The idea is, of course, to guess how many cans of a specific brand of condensed milk is in a barrel, or how many boxes of a maker's breakfast food is wedged into a telephone booth, etc. These are 90% luck, combined with an estimation of count.

Contests asking for the creation of slogans are always worked out by the professional with the use of a dictionary. These contests are the ideal ones to enter.

Contests in the field of photographs are both interesting and profitable, so enter when you use the instruction and guidance in this instruction text.

Contests for an essay as well as for word building are always of keen interest to the professional. Instruction in this text points the way to become a professional. With this set of instructions to refer to as you tackle each contest, you should have a far above average chance of being a top prize winner in an extremely short period of time. Good luck.

The Psychology Of Contest Prize Winning

If you want to win, start with an advantage. You must know the basics!

Ceaseless as the surge of the sea, wave after wave of prize contests sweeps across the nation, engulfing millions in the constant struggle to win wealth and fame at a single stroke. By television, radio, newspaper and magazine come the startling announcements of ever-growing awards by the contest sponsor. Fortunes that would mean retirement, life time annuities, trips around the world and an innumerable host of lesser prizes are

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the targets at which the millions aim. And with the flood of announcements comes a universal plea from the vast majority of participants: "Where can we get help to assist us in winning?"

Contesting has grown into a national pastime, and with its growth the suspicion that the so-called contest experts have the inside tract to wining and that the amateur or beginner is hopelessly outclassed. And to a certain extent it is true. The records of contesting are full of stories about men and women who have accumulated fortunes, not through one big winning, but from successive contests. There are women who have furnished their homes and built up their bank accounts through contest checks. There are men who abandoned their former means of earning a livelihood to devote all their time to contesting, which they found more profitable. In nearly every contest of considerable size, it is a certainty that the entries from these "repeaters" will be included.

Their skill, accumulated by years of contesting, adds to the odds which the average person encounters when entering a contest. But the task is by no means hopeless. For the law of averages, unswerving and unbiased, proves that the vast majority of prizes won every year go to the so-called beginners in contesting. All men were created equal, but nature put an individual set of brains in all our heads. And that means that anyone, at any time, is likely to get the idea that means prize winning checks.

The prize winning idea may come at a most unexpected moment; again, it may be the result of painstaking effort and research. In either case, the processor is just as apt to be the beginner as the veteran. The first entry seldom brings a prize. Failure to win must not bring despondency and a shrug of the shoulders attitude. Instead, it must serve as a stimulus to greater effort. Ingenuity seems to grow with practice. The law of averages stays the same and if ingenuity shows an improvement then the chances of winning become much greater. Without ingenuity the entire case becomes hopeless, because the casual entry, without any special preparation or serious thought, is usually a waste of time and postage.

There are many things which might be listed as among the requirements of a contest entry, but because the types of contests are so numerous it could be impossible to give one word that would be descriptive of the entire lot. So the contestant himself must decide when he enters the contest just what the nature of his entry should be.

The first lesson in contesting might fittingly be described in these words: "Are you entirely positive that you understand the rules?" The slightest doubt should be erased before actual work on the entry is started, provided of course, that a brilliant idea hasn't struck simultaneously with hearing or reading the contest announcement.

The records of prize contesting show that a terrific percentage of entries in every contest is ruled out because of failure to comply with the rules. The percentage in some contests is so great that the average contestant would be amazed if he learned the true figures. Strict adherence to the rules, no matter how simple the contest may be, is the first lesson which every prize contestant must learn. The prizes cannot be awarded to entries which do not conform to the rules and nobody knows how many excellent entries have been cast aside simply because of some infraction that made it impossible for the judges to consider its merits.

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Next in importance might be ranked some of the tools, which every profession and trade requires. There are hundreds of persons who follow contesting with all the determination a profession or trade requires and that is the most certain road to success in this fascinating "profession." Hit or miss methods are not conducive to repeated winnings. Careful methods, sometimes brain-testing determination and constant alertness for progress are all required.

The contestant must have a good dictionary, and a thesaurus and also to be recommended are good publications on the subject. I do not hesitate to recommend subscriptions to some of the outstanding magazines in the field, which can be procured at newsstands. These magazines are filled with hints and suggestions and they change from time to time, for the contest picture is like a kaleidoscope - constantly changing. Also, a number of good books on the subject can be found at your local library.

Likewise, a file which contains as much information about contesting as can be procured should be started at once and kept up with unfailing devotion. Here should be kept records, copies of all entries, winning entries from every contest where procurable, and similar data. The contestant who wants to enter seriously into the field must be on the alert constantly with paper and pencil to jot down anything that might have a bearing on any angle, from bright and unusual sayings to unexpected comments of friends and associates. These must all be filed away in the proper place where they are instantly available.

It might also be said that if a person is determined to become a contestant he can have no other hobby because this one will require his entire spare time - and there are thousands who devote their full time to it. This thought should serve the purpose of showing the importance of careful consideration of every angle in contesting. The slightest detail must be considered as important if success is to be achieved. Casual methods do not succeed. Thoroughness is the mother of winning entries.

Another angle which should be touched upon is the often repeated doubt over the honesty of contests and the judges. Any person can rest assured that a contest by television or radio, or scanned in the daily newspapers and reputable magazines will be fairly conducted, without bias or prejudice. The powerful weight of Uncle Sam's authority alone is enough to protect against frauds, but equally as great is the value the sponsor places upon good will. There is absolutely no basis for the often repeated statements that contests are not conducted fairly, and most generally these comments come from disgruntled contestants who didn't win anything.

The true contestant does not spurn a contest because the prizes are comparatively small. On the contrary, for these smaller contests hold the power of revealing just where the contestant's strength lies. There is just as much of a thrill in winning small contests as there is in many of the larger ones. And if the technique of winning can be developed, these smaller contests prove a profitable source of investment in the matter of time.

Because many of these smaller contests are conducted locally the winning entries usually are announced. Comparison can then be made and the reason determined why somebody's offering won. In virtually every instance where this happens the contestant who lost will admit, if he is fair, that the better entry won. So it's always easy to profit

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from our defeats in the struggle for prize contests.

And because it's a local contest, or a small-prize contest, the contestant must not assume that slipshod methods will win. The same painstaking care for ingenuity, brevity, force and vitality that is desired in the larger contests must be present here. The contestant can have this proven for his own satisfaction after several unsuccessful entries are submitted.

In many ways contesting can be compared with running a race or any other kind of physical or mental contest. An athlete must keep in shape if he wants to compete at his best. A bowler, baseball player or football star must keep in practice if he isn't going to slip before his time. And in contesting you likewise must practice and keep in shape, but happily there is no set time in life when retirement is forced upon you. You can start early in life and keep at it until the end.

The author is reminded of the manner in which a close friend, who since has won consistently in contests of many types, was started in the field of contesting. His wife was handed, about 10 years ago, an entry blank for a contest sponsored by a nationally known maker of detergent. The prizes were a number of items valued at from \$100 to \$5,000. The contest consisted of writing an entry blank furnished by the sponsor, a brief statement indicating the part the wife plays in the management of the home.

This friend happened to be employed by a newspaper and was regarded as a writer of considerable skill. When his wife handed him the entry blank and suggested that he write the brief essay he immediately started for his portable typewriter and dashed out what he considered a fitting entry. Then he prepared to copy his effort on the entry blank when his wife intervened.

She explained that she had heard how more experienced contest winners prepared and submitted entries to various contests. She suggested that he take more time with the entry, consider the situation from all angles and then put the result of hard concentration and thought on paper and perhaps revise and condense until it was considered perfect. The newspaperman thought the suggestion over and complied. In fact, it was several days later before he believed he had the necessary thoughts in the proper sequence. The entry was posted and it wasn't long before his wife was awarded a prize of considerable value. This started the contest mania in that home.

Just a few days later the newspaperman noticed a local contest in which a large beverage company offered as a prize a year's supply of their product for a brief letter stating why the writer liked their product. Again he concentrated, made actual test with the product in comparison with others and was one of the winners.

Since that time he has won scores of contest prizes. He is regarded as one of the authorities on contesting in the city where he resides. But his methods have changed greatly since that day when he started to dash off a statement with hardly any thought and without any preparation.

Today his den is a store of contest information. He subscribes to contest services, contest magazines and is constantly filing clipped contest information, advertisements, copies of winning entries, and much similar data. The time he has spent in accumulating the information has brought dividends of great value.

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CONTESTANT'S READY RECKONER - Taken from many national contests.

Average percentage of entries disqualified for violation of rules - 30% Average number obviously too inferior for final consideration - 37% Average percentage received after closing date - 3% Average number of replies bearing no name or address - 1% Average number disqualified for illegible handwriting - 4% AVERAGE NUMBER ACTUALLY PRESENTED TO JUDGES AFTER PRELIMINARY EXAMINATION ONLY - 24%

Before you seal the envelope, be sure that you haven't made any of the mistakes listed in the table above. One final check should always be made before the envelope bearing the results of many hours of labor is sent away on its way to the contest judges, bearing the hopes of the contestant under its flap.

And be sure that your entry has the right label, boxtop or similar requirement firmly attached or neatly enclosed. Although the announcement always includes "or a facsimile." It's better to buy the product.

How To Make Thousands Of Dollars By Winning Contests

Everyone wants to "get rich quick", but here is the surefire way to do it!

OVERVIEW

What does the average American usually dream about?

If you answered "getting rich", you're probably right! All you have to do is look at some of the bestselling books of all time like "Wealth Without Risk" and "How To Make Millions Selling Real Estate" and you soon realize what's on everyone's mind.

And why not? That's the ultimate American adventure, isn't it? Look at the California and Alaska gold rushes. Or two of the more popular T.V. series in recent history: the Beverly Hillbillies and Dallas, where the heroes are oil barons; all indicating an interest in a short cut to wealth and fame. Becoming a millionaire is a worthy goal, though most confine it to their dreams and only a few pursue the dream vigorously enough to make it. Many people feel it's "not in the cards" for them. They have virtually no chance of ever making that much money, they feel, so they don't bother to even attempt it.

That's too bad, because there is a lot of wealth in this country still to be had. In fact, a substantial amount of money and merchandise is given away every year in this country — in sweepstakes and other contests! This is not just the luck of the draw — people try to win at these contests, so why shouldn't you? If there are people willing to give this wealth away, why not get in line for your share?

You, like others, may be skeptical of prize money and luxury items that are given away in these contests. Is that because you've never known anyone that's won? Because these giveaways actually happen.

Another reason for skepticism is the wonder at how anyone sponsoring the contest or sweepstakes can afford to give anything like these amounts away. Yet this is just another form of advertising for the sponsor. Each year, huge amounts of money are spent to reach the buying public. Some companies pay several million dollars to have a 30 second advertisement run during the Super Bowl. Others prefer to give that money away and try to get people to notice their name and ultimately buy their products.

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Think about it! You receive tons of junk mail every year. When you get the million dollar giveaway envelope, do you open it to see what it says? Chances are if you read any of the junk mail, that's going to be the one you pick up as opposed to those flyers not giving anything away.

Advertisers understand this and that's why they run legitimate million dollar giveaways — to advertise to people like yourself who might not otherwise have heard of this particular company. This is how the sweepstakes and contests got their start and continue to flourish and more and more people look for that ultimate millionaire dream!

Do you play the lottery every week? If so, why? To win the big prize money, obviously. There are long odds against winning but you play anyway because there's always that outside chance, right? If you don't play, your chances are 100% that you'll lose, but buying a ticket gets you at least an opportunity, no matter how small, of cashing in the ultimate check.

So what's the difference between playing the lottery and participating in sweepstakes and contests? Nothing! If you devoted a little energy into playing all of these contests that came your way, you have created more opportunities for yourself to win — and win big! You can't win if you don't play. Here are opportunities that show up nearly every week for you to realize that dream of being wealthy. And the work effort involved is minimal considering the potential payoff you are striving to receive.

Look at it this way. Contest sponsors are going to give this money away to someone. Why not you? The company bottom line is to advertise their product(s). They will accomplish this through their promotion. If there's something to be won in the meantime, shouldn't you try for it?

What have you got to lose?

THE PSYCHOLOGY OF WINNING

Winning is an attitude. Many of the best say that they can see themselves in a winning state long before they actually achieve that status. They can see the baseball go over the fence for a home run. They can see their name being called when the Oscars are handed out in Hollywood. They can see themselves reclining at their pool, having a meeting with their stockbroker about their recent successful investments.

It's a mind game. It's a belief. It's an attitude.

Whatever it's called, all the winners in this world possess it: an uncanny sense and confidence in their own abilities. This confidence instills an overwhelming desire to succeed that is impossible to deny. These individuals will strive for the best, reaching beyond what one thinks they are capable of to grab the brass ring.

It is this attitude that puts people in the winner's circle. If you believe that you will be successful, you will be.

This isn't a trick. All of the studies of winners have shown this same pattern: the belief that they would win no matter what the odds or the elements.

You can mold this same frame of mind and turn it into a personal success story. You have the same talent and ability as these winners. Many have risen beyond people's expectations, but that's what attitude does for you.

How many times have you seen people with a lot of natural talent and ability fail to

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win? Quite often, actually. The difference between them and those that win (who may possess less natural ability) is attitude. You're born with natural talents, but attitude is something you develop yourself.

You alone can control your own mind. If you set your mind to win, it can and will happen for you.

If you set your mind to win at these contests, eventually you can do it!

On the other hand, if you don't believe in yourself, if you don't think that you can win at these sweepstakes and contests, then you probably won't win. Attitude plays such a large part in winning, that your frame of mind can dictate success or failure almost exclusively.

You also must believe that if you win at these contests, it will be because you worked hard at it and deserved to win them. The money you make from these winnings will be more than you've ever seen, but it's yours to have and spend. Don't think for a minute you shouldn't have it! You earned it, you made it, now you can spend it as you please. You must believe that you were destined to get this money or you won't fully have achieved the winning attitude you need to earn this money and stay on top!

If you've conditioned yourself all your life to believe that you're not a winner, that you couldn't possibly ever be rich, you will likely fulfill this self-prophecy. But it's not too late to de-program yourself and turn your attitude around.

A constant reinforcement of positive thinking can alter this losing mindset. You must be vigilant in your internal promotion of a winning attitude, however, to be able to maintain this feeling on a regular basis. You can't afford to sink back into the negative abyss you have created. The longer you've taken to build a low self-image, the longer it will be before you can break it.

Don't give up! Winning all starts in your mind. Keep at it! The positive can overwhelm the negative if you want to believe in it enough. Once one idea stream begins to dominate the other, your continual reinforcement of thoughts will be based on the new dominant force. If that force is positive, that's what your outlook will be.

Don't let the doubts wear you down. Doubting can bring down all the positive thinking you've trained yourself to do. The phrase, "we have nothing to fear but fear itself" simply illustrates this point. It may be well within your power to be a winner now, but self-doubt will crowd out the winning attitude you need. In this battle, you are your own worst enemy. Everything is within your grasp, only you can prevent it from happening. "I can't do it" is a claim that will inevitably come true if you allow it to dominate the winning attitude of "I can — and will — do it!"

It's up to you. Are you a winner?

This new attitude will help you in everyday life. Things that seemed impossible in the past will now seem within your reach. Your personality will undergo a positive change that will help you in whatever you do or become. People react to positiveness. A cheerful, outgoing attitude is almost contagious and people will remember you. You'll be a winner in every respect.

This doesn't mean success will come easy!

But success will never arrive if you're not mentally ready for the challenges being

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successful and being wealthy present. It must be something you're prepared to undertake and to keep at no matter how long it takes.

Remember: successful, winning attitudes of people have them seeing themselves in various forms of winning poses long before they actually get there. But these images give them a "tangible" to strive for; a goal they believe is theirs to have — and hold. You, too must believe this. You, too, must have your eye on the prize and believe that it's only a matter of time before you collect it.

In this case, it's the jackpots given away by willing advertisers. Close your eyes and see yourself shaking hands with the executive of the company who's just handing you a check for \$1,000,000.00.

Hold this image in your mind. It's your new, positive goal for the future.

THE SWEEPSTAKES GAME

One of your visions may be of Ed McMahon walking up your steps, ringing the front door and presenting you with that million dollar check. Great! Ed is a spokesperson for one of the longer running sweepstakes contests in America.

But it is by no means the only one. Read your mail and see. There are giveaways of all kinds, all the time! This is simply corporate advertising at work.

In exchange for the chance to win something, the sponsors are getting the opportunity to plug their product. If it's a product you might use anyway, chances are you may buy it from these giveaway folks. Because so many do, advertisers can afford to give away the amounts of cash and merchandise that they do. Everybody's a winner in the sweepstakes game!

Sweepstakes are legal in every state today and they are regulated by the Federal Trade Commission, who requires that the sweepstakes sponsors print all those rules you see in these contests. It's the legal fine print, but it underscores the fact that these contests are legitimate. If not, the companies run afoul of the FTC, a fate no corporation or entity wishes to face.

Sweepstakes entries are everywhere from the mail to the mall. Magazines carry offers. You can even find a sweepstakes game in a supermarket checkout line. They're everywhere!

The giveaway estimates are even more staggering. Experts put the amount of cash and merchandise given away annually at more than 200 million dollars! As long as there are people willing to participate, there is no reason to believe this number is going to reduce, just the opposite!

Like any advertising campaign, corporations work to "one-up" the competition. This is good news for contest players since it means even bigger and better prizes to come. Corporations that know these campaigns are successful for them are not going to abandon them in the future. If anything, they will figure out a way to multiply this success story and offer even more sweepstakes contests and prizes for people to win. The sky may not be the limit!

More than 10 million prizes are awarded every year! That gives you some pretty good odds at being among the winners since many people don't bother to participate. There are people who are very adept at playing the sweepstakes game and this is now

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your goal: to learn how to organize a game plan for winning!

There are tips for success in sweepstakes playing. To a certain degree, playing these contests is an art form. There are certain things you can do to raise your chances of winning dramatically.

Consider some of these thoughts:

+ the best time to enter + what colors attract the most attention + how often to send in an entry form + how the drawing is done

All of this information and more is what you need to learn and be successful at the sweepstakes game. You've already seen yourself in the winner's circle. You know you are going to win. Now it's time to do something about the end result!

Look for sweepstakes entries in magazines, newspapers, stores and in your mailbox. There are hundreds of chances to win at the sweepstakes game. Collect every entry you can lay your hands on!

Enter the contests that have a prize you really want. Even if you don't like the prize, recognize that the prize has a value. This means that you can always sell it at a reduced rate and still come out way ahead. There are all kinds of prizes from vacation getaways to jewelry to cars to homes to stereos to motorcycles and, of course, cash. If you win it and you don't want it, advertise it and sell it! If there is a strong cash value to the prize, it's worth entering!

Many sweepstakes are geared towards the fall with an end of the year deadline for submitting your entry form. This is because people are often looking to buy at this time of year as the holidays approach. Remember, sweepstakes are advertisements in disguise, so this is the time of year when the companies haul out their big guns to promote their products.

The holiday season is also the time people are busy and likely won't take the time to prepare and send in their entry form. Good! All the more reason for you to spend your time sending in as many entries as you can to increase your chances of winning. Send in a bunch at this time of year. It's a decisive advantage!

The big prizes are most often up for grabs at year end sweepstakes, so the increase in your number of entries is well-timed to take advantage of these all-star giveaways. Cars, vacations and the million dollar checks are most common in the last quarter of the year.

Don't depend solely on your own ability to find all the sweepstakes offers you can. Ask for some help. Get family members, friends and work associates to accumulate these contest entries for you. The more people that are looking on your behalf, the greater the number of entries you'll make. You may also find several sweepstakes offers that you haven't — and wouldn't — have seen.

As you stockpile the entry forms, organize them into a logical pattern. On a separate pad, write down a summary of information about the sweepstakes entry, including:

+ name of the sweepstakes + name and address of the advertising sponsor + the specific prizes being given away + date of the drawing + date of sponsor notification of winning entries + number of entries you submit for this sweepstakes + amount of postage you've spent on this sweepstakes + date of each mailing of your entry forms

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This will give you an easy checklist to refer to on any given sweepstakes. You may want to also have cross-checking records in the form of ledger sheets and monthly calendars, so you can record expenses and dates again for easy reference for those particulars.

For every sweepstakes you enter, you must read all of their rules carefully. Only by following the given rules will you be able to have a qualified entry. If you ignore the rules, your entry will never be placed in the bin for drawing. You will not know this, either. Advertising sponsors aren't going to take the time to tell you they've discarded your entry form. If you don't do it right, that's not their problem.

So, be careful! Here are a few examples of the types of rules that often appear in sweepstakes contests:

- + No purchase necessary. This is part of the FTC regulations. You don't have to buy anything to submit a correct entry form that may be drawn. You may not be able to use the entry form attached to the sweepstakes offer, but you have every right to follow the directions and submit the necessary information on a separate piece of paper or index card.

- + Postmarked by OR Received by rules. This is important to note. Get your entry out in plenty of time to ensure that it will qualify as a correct entry form and place you in the drawing for the grand prize. Don't time it too closely. Beat the dates by a comfortable margin.

- + Non-transferability. You must take the prize that you win. You can't trade it for another prize.

- + One prize per household. This increases your chance to win since contest rules forbid more than one winner from the same family.

- + Age/Geographic limits. Some sweepstakes have age limitations and/or regional boundaries. The contest may only be available to people who live in the home state of the advertiser, for example. Watch these limitations! If you don't qualify, toss this entry form!

- + Multiple entries: You usually can enter as often as you'd like but remember: you must submit all entries separately! One entry to an envelope is the usual rule. It will cost you more postage, but the more often you enter, the better the chances of you having a winning entry.

- + Envelope size: There may be a specification as to envelope size. If there is, don't ignore it. Get down to your office supply store and be sure you have the right size envelope. Otherwise — disqualification!

- + Penmanship: You must print legibly on the entry form or the sponsor could throw it out. If they can't read it, you won't win.

- + Inclusions: Quite often, there are attachments you must include with your entry form to have a qualified entry. Often, this is a sticker that must be affixed to the entry form. It may also be a bar code, a label or some other identifier, often bearing the product name. Advertisers like to know you saw and read the name of the product line being pushed. Don't miss the instructions on inclusions. Otherwise, your entry form will be tossed.

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+ Original form: Entry forms must be the originals. You can't use photocopies of them. If it isn't the original, it won't be placed in the drawing.

+ Distractions: Unless specifically instructed to do so, do not use staples, tape or paper clips to attach any inclusions or otherwise mark up your entry form. This is likely to get the entry disqualified.

Yes, there are a lot of rules. But — follow them exactly! You'd be surprised at how many people that try to enter a sweepstakes but are ruled ineligible simply because they missed one rule. Don't let that happen to you. No matter how silly the rule sounds, the sponsor has it in there for a reason. Don't judge! Just follow the exact instructions and you'll have a qualified entry.

There are several types of sweepstakes. The primary ones are: random drawing, card game and second chance.

Random drawing sweepstakes accept sealed envelope entry forms only and store them in large bins until drawing time. An official sweepstakes judging agency often does the honors of selecting the winning name. You might even receive a letter in advance of the drawing identifying the people who are charged with selecting the winning entries.

Some of these draws may be televised. Sponsors like that exposure as well as the excitement of an official drawing. If a computer is used to select the winning entries, the high drama is often missing. There's nothing like a staged event to attract a little more attention to a company's product.

Card game sweepstakes are emerging in popularity. Here, you follow the instructions on the card to have a chance to win. You may have to scratch off a portion of the card to reveal a prize or an entry or a number or some other identifier that tells you what to do next.

The instant winner form of the card game tells you immediately what you have or haven't won. Companies like McDonald's do this to give away food, prizes and cash. Or you may have seen a Pepsi bottle cap with a prize on the inside. These are example of instant winnings.

Another form of card entry is the matching type. Here, you get a card with a number or picture on it and have to match it to the master number or picture which has a pre-assigned prize. If your number or picture is identical, you win the prize associated with that number. Supermarkets do this frequently and you have to check in the store to see the weekly winning number or picture display.

Collection games are becoming more common in this card format sweepstakes. In this game, you have to collect a series of cards that solve a puzzle. It may take four, five, six or more cards needed to solve the entire maze and there's always one or two cards that are hard to obtain.

Speaking of puzzles, another card game form involves decoding information or numbers to correctly put together a winning card. Clues to the decoding are often available on the back of the advertising sponsor's product(s).

The third primary sweepstakes game is referred to as a second chance effort because it gives you the opportunity to win prizes you might have lost out on in an earlier game. There are many unclaimed prizes in sweepstakes and this is the way of distribut-

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ing them. You send in a completed and usually sealed entry form (or dozens of them, preferably) and there is a random drawing held to assess winners. There are almost always fewer entrants to this type of sweepstakes, thus increasing your chances of winning. So, be on the lookout for this type of game.

There are other types of sweepstakes which, though less popular, can earn you some substantial winnings. One of these is the automatic entry sweepstakes. Here, you complete a coupon which you use at a store to receive a discount on a product. That coupon automatically becomes a sweepstakes entry when the coupon is sent in by the store to be redeemed. It's one way to get you to buy a product and still hold a sweepstakes, but because the primary intent is the coupon value, the sweepstakes is valid and an extra bonus, actually, above and beyond the value of the coupon.

There is also the early bird game where an advertiser wants to know how a promotional kickoff is faring and gives an early deadline after the campaign kickoff to mail back a form to enter a sweepstakes. Watch the deadlines here!

Finally, the sweepstakes entry form may have a multiple choice quiz, requiring you to answer the question in addition to completing the entry form. Only those entries identifying the right answer will be eligible for the drawing. If you know the answer, enter as many times as you can. If you are unsure, you may want to pass on the contest since your entry form with an incorrect answer will not be used. You could also send entries in with several assigned to each possible answer. Then you know that at least one set of entries will be correct and they will be used for the drawing.

Even though you may find the same sweepstakes in different places, don't take a chance that the rules are similar. To be safe, read every one and check it against the information you have to be sure.

It can take up to six months to notify you of your winning entry, so don't lose hope. Usually the sweepstakes rules spell out the length of time from drawing to notification.

Send in a steady stream of entry forms over the entire length of the contest. You have better odds at winning then if you simply mailed all of your entries at one time.

If you have a choice, use a colored envelope to submit your entry. This may well increase your chance of winning. Only do this if the sweepstakes rules don't require a certain color.

Being organized is the key to sending multiple entry forms. When you have the time, pre-address envelopes and complete entry forms. It's O.K. to do them in advance. Just mail them out in a systematic fashion as previously suggested. Remember your zip code! Don't leave this out or your entry won't make it.

Make sweepstakes entry a regular part of your day, like exercising. Put aside an hour a day just to work on your entries and mailings. The time you invest will pay off in the long run. Note all your mailing and entry data in the forms we've suggested for easy reference. You can also write up a mailing schedule on a weekly basis to remind you of what has to be mailed when.

Write to every advertising sponsor and request a "winner's list". This way you can see if all the prizes were awarded. It will also clue you into when a possible second chance sweepstakes would occur.

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People are notified every day of their winning entry in a sweepstakes. You usually have to sign an affidavit first and return it to claim your prize. It is important that you keep the post office aware of your whereabouts. If you move, leave a forwarding address. The sponsors aren't going to the ends of the earth looking for you. Make yourself easy to find.

The Federal Trade Commission does regulate the drawings to ensure they are held fairly and competently. If you win, you will be notified. Save this letter! It's your evidence in case the prize doesn't follow within the specified period of time. Keep a record of all your expenses incurred in sending out your entry forms. Your postage, envelopes, pens and some other office items will be deductible IF you win a prize. Since you will be taxed on the value of the prize, the expense deductions will help reduce your tax liability.

The sweepstakes game is definitely one you can win if you believe in yourself and spend the necessary time submitting all the entries. Good luck!

THE CONTEST GAME

American contests are a 20th Century preoccupation. Initially, they were featured by general magazines and newspapers. From modest beginnings, contests now claim a wide variety of styles with some noteworthy prizes to back up correct solutions.

The difference between a contest and a sweepstakes is the need for skill. A sweepstakes is merely an entry with only the rare opportunity to answer a multiple choice question in order to have a correct entry form. A contest requires you to solve something — a crossword puzzle, a maze, a diagram, a photograph or to create something like an advertising slogan or a poem or a song to promote a specific product.

There are numerous contests sponsored throughout the country. One of the most popular is a word game where there are two possible correct answers and you simply have to choose between them. There might be 20 of these answers from week to week. If no one correctly identifies all 20 answers, the cash jackpot rolls over and more cash is added. This can go on for weeks and the longer the game, the more entries that are filed as some big money can come into play. It's almost potluck, though, as it isn't a matter of selecting a wrong answer since both answers (given) are correct. You must pick the one the editors of the puzzle settle on as the best answer. That makes it tough, but challenging and fun, too. There are a lot of people in town who look forward to playing that game each week.

And for the newspaper that sponsors it, it means more sales of the paper as people who might not ordinarily buy the tabloid, do so to get the puzzle. Sales mean dollars and thus the chance to give away prize money to increase subscriptions. Increased circulation can mean more advertising revenue. And the beat goes on!

Puzzles like these make contests fan favorites. One can participate in hundreds of contests given the time. The more you compete in, the better the chance to win one or more prizes.

To get organized, simply make this an extension of your sweepstakes work. Maybe an hour per day is devoted to sweepstakes, another hour for contests. You'd use the same supplies you accumulated for the sweepstakes and keep the same type of records

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to ensure that you'll have proper records to deduct the expenses should you win any prizes.

Divide your contests up into type. Crosswords will go in one file, mazes in a second file, advertising jingles in a third, and so forth. Place them in date order and construct a list of the next two month's dates followed by any contest answer that has to be mailed by then. Leave yourself plenty of time so you won't miss any deadlines.

As with sweepstakes, follow the instructions. They likely won't be as detailed as sweepstakes, but the guidelines should still be followed to qualify your entry for a prize.

Above all, enjoy the contests! They can be more fun than sweepstakes because there is a skill involved. They may be more time-consuming than sweepstakes, too. After two or three months, you'll have a better idea of how many contests and sweepstakes you can keep up with on a regular basis.

You will also get better at one type of contest or another. If you find yourself adept at crosswords, but lousy at coming up with advertising jingles, then prioritize your contest work around the puzzles. Given a couple of deadlines, you'll know to work on the puzzles first and the jingles later. This way you have a better chance of winning the prize offered.

As you do more and more of these contest games, you will find yourself getting better and better at it and cutting down the time it takes to complete the forms. Puzzles, especially, have a number of clues that are used universally, meaning you'll know a few answers each time simply because you've seen them before.

You'll also come to recognize a style or a particular pattern of a given company which could give you the key to the correct contest answer. For example, if one company tends to have contest answers that involve their own products, you will be able to concentrate on a smaller number of possible answers than the individuals who are infrequent players in the contest game.

The more you play, the better your chances of winning. Not only will your skills improve, but you will also be playing amongst fewer participants than a sweepstakes. Contests that require skill generally discourage many people from playing. The ones that stay in it will be good, but there will be less entrants among which prizes must be spread. This should give you some extra incentive to hone your contest skills accordingly. Good players who consistently return entries can win huge dollar amounts!

Keep a pen and pencil handy at all times. You should even put one next to your bed! There are times when a contest answer may come to you in the middle of the night. If you have something close by to write on, you ensure that the answer will still be with you in the morning.

When you win, be sure to keep track of all the prizes. Cash is relatively easy to record, but merchandise carries a different price tag. You will need to assign the good a value. The sponsor of the contest can help, but do a comparison with other products on the market to be sure the assigned value is fair since you will have to pay taxes on it.

You should check with an accountant to be sure that you are doing the correct job of reporting your prize totals less any business expenses deductions.

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SUMMARY

Are you ready? Wealth is out there for the taking and you are just the person who can reel it in. It's time to stop reading and take up the fight to earn these valuable prizes.

Hopefully, you have been reinforcing your reading with the positive thoughts of a winner. You will not be a winner unless you believe it yourself first. This confidence and winning attitude can help you through any trouble spots you encounter.

Yes, just a few hours per week of concentration on sweepstakes and contests can earn you a substantial amount of money. Someone is out there right now winning the prizes you deserve! It's time to do something about that!

What do you have to lose? Time and a few dollars in postage and supplies? A small investment for such a gigantic potential return.

Start looking for those entry forms today! Good luck!

How To Rebuild Your Self-Esteem After A Divorce

Your self-esteem - what you think of yourself in relation to other people - is the basic secret of your success or failure in life.

It's really as simple as that... Think well of yourself, and you'll do well. Think disparagingly of yourself, and you'll probably not do very well at all.

Regardless of whether you're the perpetrator or the victim, the experience of going through a divorce is going to damage your self-esteem. In fact, the blow dealt to one's self-esteem by divorce is lethal enough to drive anyone to the brink of insanity.

What you must do is think of your divorce - the end of your marriage - as you would the death of a loved one. Basically, that's what it is!

There is a period of burial or of letting go; a period of feeling guilty because you didn't do or say all the things you might have; a period of anger because it didn't work out the way you dreamed it would; a period of reconciliation in which you think maybe if you try again, it'll all work out; and finally, a period of acceptance.

Everyone who has ever been through a divorce or is still recovering from one, has either lived through each of these "recovery stages," or is still in one of them. It's all normal, and a part of the necessary healing that has to take place before you are able to recognize and enjoy happiness again.

Even so, the most important and the very first thing you must do following the breakup of any kind of relationship, is to get started on the rebuilding of your self-esteem.

This means that you have to accept the fact that neither you or anyone else is perfect - determine that you will learn from your mistakes - and that you will become whatever it is you aspire to be...

Immediately, do something that makes you feel good - something you've been wanting to do for some time - or always wanted to do. This could be getting a new hairdo, buying a new suit, enrolling in a special self-improvement course, starting a business, or even taking an extended vacation.

You musn't lock yourself in your house or apartment. You musn't be afraid to get

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out and associate with people. You musn't stop wanting to enjoy life!

You may have to force yourself, but you must "forget" about mourning your loss and continue on with your life. You must go on with your life with a stronger determination than ever, to be the person you want to be. Don't "beat yourself over the head" with feelings of guilt. Get rid of your anger as quickly as possible. Forget about the past. Get on with the rest of your life without delay!

Revitalize those ambitions that have been "hidden away" in the back of your mind, and consider this particular time in your life as an opportunity for a new start. Do some introspection relative to what it is you want out of life; reorganize your time and efforts to attain those objectives; and go for it with all you've got!

After all has been said and done, the kind of person you are and how you get along in the world you live in, is up to you. The most powerful assistance for attaining happiness anyone has, is in what he or she says, feels, and believes about himself or herself. When things are not quite right, the first thing that needs to be changed is your disposition - your attitude, feelings towards other people, and your emotional responses. Think about your facial expressions and the tone of your voice when you're talking with other people. Being aware of these things with consideration towards other people, will "bring you out of yourself" and allow other people to want to know more about you.

You have to forget about, and let go of, the past. Anything and everything that happened yesterday is long gone and cannot be changed. You have the rest of your life from this moment on, to achieve love - happiness - fame and fortune.

Whatever it is you want in life can be yours. All that's necessary to make any dream come true is a true understanding of what you want, and determination on your part to make it all happen according to your plan. Think about what you want -prepare yourself to get it - focus your efforts on the fulfillment of your ambitions - and there's nothing that can stop you from total realization!

So, the first thing relative to rebuilding one's self-esteem -following a divorce, or the loss of a loved one by any circumstances - is to understand why you hurt, and what is necessary in order to be happy again. It essential that you think of YOURSELF in terms of the kind of life you want for yourself; know that you can have it all because you've laid the foundation, done your homework, and you're on a positive road towards achievement; and then get busy "making tracks" in that direction.

In simple terms - it hurts, but you're not dead - you're only wasting time thinking about or rehashing the past because there's no way anything that happened yesterday or the day before can be changed - so quickly pick up the pieces, and get on with your life!

Wanting to "get well," and/or to "make something out of your life," is half the battle!

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Get An Extra Hour Out Of Every Day

How can you get an extra hour from each day? This is a basic challenge for all of us. I've discussed this challenge with action and results-oriented people I know. Together, we've come up with many practical ways to secure one more precious hour from each day. (Remember that each of these tips is probably adaptable to your particular situation.) Here they are. I hope you'll find them helpful and useful to you...

- Make up and follow a detailed, daily schedule.
- Get up earlier.
- Do less passive reading, TV watching and the like.
- Avoid allowing others to waste your time.
- If you commute to work, use the time to study or plan.
- Organize your work; do it systematically.
- Make creative use of lunchtime.
- Delegate authority if possible.
- Spend less time on unimportant phone calls.
- Think first; then do the job.
- Do instead of dream.
- Work hardest when you're mentally most alert.
- Eliminate activities which make little contribution to the best results for your life.
- Always do the toughest jobs first.
- Before each major act, ask: Is this REALLY necessary?
- Choose interesting and constructive literature for spare-moment reading.
- Learn how to sleep. Sleep soundly, then work refreshed.
- Skip desserts.
- Stop smoking.
- Write notes or letters while waiting for others.
- Always carry an envelope with paper in it, stamps and a few postcards.
- Combine tasks which are done in the same area.
- Be prompt for all appointments.
- Lay out your clothes the night before.
- Relax. Ready yourself for the important jobs in life.
- Concentrate on the specific task you're doing.
- Make constructive use of those five- or ten-minute waiting periods. Carry with you magazine article clippings on helpful subjects.
- Always carry a pencil and paper to capture important-to-you ideas.
- Learn to do other "unnecessary things" while watching TV or listening to the radio.
- Call on specialists to accomplish work you cannot do efficiently.
- Learn to read more rapidly.
- Nap an hour after dinner. Then take a shower. Begin the evening hours relaxed

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and refreshed.

- Avoid making a “production” out of small tasks.
- Avoid interruptions.
- Tackle only one job at a time.
- Search out job shortcuts.
- Know your limitations.
- Work to your top capacity.

MAKE YOUR DAYS HAPPIER

Here are some tested ways to make your days fuller and happier.

- Mend a quarrel
- Search out a forgotten friend
- Dismiss suspicion
- Write an overdue letter
- Share some treasure
- Give a soft answer
- Encourage youth
- Keep a promise
- Find the time
- Forego a grudge
- Forgive an enemy
- L-I-S-T-E-N
- Apologize if wrong
- Think first of someone else
- Appreciate
- Be kind
- Be gentle
- Laugh a little more
- Express your thanks
- Worship your God
- Gladden a child’s heart
- Enjoy earth’s beauty
- Speak your love for mankind

And here’s another tip for peace-of-mind living - Tomorrow, say this short prayer as you start your day: “Lord, please help me to remember that nothing is going to happen to me today that you and I together cannot handle.”

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How To Teach Your Child Right From Wrong

0 - 1 YEAR

At this stage in life, the concepts of right and wrong are not possible to teach. Rather, an infant who is shown warmth, cuddling and loving attention is likely to grow into a healthy and happy adult.

1 - 2 YEARS

Rather than scolding a child or arguing with him about misbehavior, try to take preventative measures beforehand. If you don't want him pulling things out the cupboards, make sure they are secured. At this age of short attention span, discipline beyond a simple "no" is unnecessary and can have undesirable effects.

2 - 4 YEARS

Children of this age, unable to understand abstractions such as generosity and truth, imitate their parents. So set an example. Be firm in disallowing undesirable behavior, but do so in a kind and friendly manner, without attempting to explain why.

4 - 6 YEARS

This is the time where you can really take some positive steps to reinforce your child's positive behavior. Give him lots of praise when it's due. Children of this age respond well to simple reasoning and explanations. Concepts such as truthfulness and generosity can be introduced. Continue to set an example of acceptable behavior. The child at this stage wants to please you and wants to be liked by others.

5 - 8 YEARS

Children develop a greater social awareness at this age. They understand the basic rights of others when taught fairness, values and the need to follow certain rules of behavior. Rules and limitations not only seem just to the child, but give him a good feeling of security.

8 - 11 YEARS

Due to natural growth and influences outside the home, your child has likely become more independent. He may begin to question your decisions, contradict or argue. You must remain firm in the important matters and flexible in less important ones. Demonstrate and discuss the child's duties and responsibilities to friends, relatives and society. Set examples of moral behavior. Sex education can also be important at this stage.

12 - 17 YEARS

These are normally rebellious years for most teenagers. In fact, teenagers who never rebel are probably in emotional trouble. As a parent you must weather the storm when your teenager begins to question and test conventional values, rules and beliefs. If you've instilled a sense of values at an early age, chances are he still retains many of those ideas. Try to keep lines of communication open and don't push the panic button. If communication does break down and tensions mount considerably, seek professional help.

18 YEARS AND OVER

At this stage most young adults are forming, or have formed, their own set of values. However, life still holds for them many unanswered questions, and a warm yet hon-

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est relationship can still go a long way in helping them reach mature adulthood.

Making Money At Garage Sales, Swap Meets, And Flea Markets

OVERVIEW

On almost any given weekend across the country, someone is holding a garage sale, attending a swap meet or setting up a booth at a flea market. The quote “someone's junk is someone else's treasure” makes these events both plausible and plentiful.

Most of us are accumulators. We pack what we can into our house without regularly taking inventory until it's busting at the seams. Then it's time to decide what to keep, what to throw out and, more importantly, what to sell.

So many people spend their weekends out looking for bargains at these types of events that there are plenty of opportunities to make money. Much of it will be clear profit since there is virtually no overhead costs involved; certainly not the same as a retail shop.

Your first garage sale can be to clean out your “junk”. Your subsequent sales can be with items you pick up at bargain prices at flea markets, swap meets and auctions, which you then turn around and sell out of your own garage. You can still give someone a bargain and make a profit on the merchandise turnover.

Why not you? If you've ever had a garage sale, you must have realized the potential involved. All of these customers coming to you simply because you put a small advertisement in the newspaper. People coming for all kinds of reasons: a day out, a specific objective, or someone who likes browsing in search of that little unknown gem that might appeal.

What do people look for? Almost anything! Clothes, books, art, old records, furniture, pots and pans, a fishing pole, you name it! Most people will buy at least one thing. They have that shopping itch! They want to be able to tell someone about the bargain they found! Garage sales are full of surprises for these people. It's not like going down to a K-Mart or Sears where you know what the merchandise is and where it's located. Something that would be of no interest to you can be someone else's hobby!

As you get to be a garage sale expert, you will end up going around to these sales and acquiring great deals which you can turn around and sell at a profit. If someone needs cash, there may be tremendous deals out there on the tables. Or if someone is moving and wants to get rid of whatever they don't wish to move — means a great opportunity to pick up something great without spending much cash yourself.

How much money you can earn at your garage sales depends on the inventory and the customer traffic. The variety of goods you have will make your sale more attractive, especially if you start having them on a regular basis. If you're preparing for one and cleaning out the house, you will likely stumble upon items that you might not have known you had — some of them almost brand new!

If it's stored in your attic, basement or other storage space and you haven't seen it for years — never mind used it — it's a good candidate for sale. Some people have wedding gifts they've never used — duplicates or whatever — and they forget they even have it.

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It's not only the hidden stuff, though. Items in plain sight that are taking up room, have taken on a familiarity so that you may not even see it any more. It may be a lamp you never turn on since you installed a ceiling fan with a light. It may be a chair you never sit in. It may be clothes at the back of the closet that you know don't fit any longer.

You're ready! You're in the right frame of mind for this task, so let's set up your garage sale.

MAKING MONEY AT GARAGE SALES

Introduction

The lamp, chair and clothes we've just discussed are now items to be marked. Get out a pad of paper and pen and start going through your rooms. Begin where you feel most comfortable. The kitchen, the bedroom, the den — wherever! You choose!

Once you pick out your room, go through it thoroughly. Check every corner of the closet, the cabinet, the shelves. Evaluate everything honestly. Try not to over-sentimentalize or you'll end up keeping more than you need. Emotionally detach yourself from as many items as you can.

When listing your inventory, write everything down and make a note next to it like Must go! or Takes up too much room! or Can't part with! These notes will reflect your initial reaction to the merchandise which you can refer to later if you question why a certain item is out on the table for sale.

Everyone has gifts they received they never used. While they appreciated the thought, the item just wasn't them, so the gift was kept and never used. Brand new items appear all the time at garage sales and can be priced a little higher than the usual secondhand stuff. It will still be a bargain — and clear profit for you.

Clothes that don't fit or are out of style; couches that are worn, linens that belonged to the kids who no longer live at home — garage sale items are everywhere!

Don't forget the garage itself! Old tools, tires, lumber, rope — all items that someone may buy! If you have a backyard shed — check it out! Put the ladder up and get into the crawlspace! Look through the barn! Any part of the house and its various extensions are fair game.

It may be a bit wearisome trudging through the entire house, listing items, but don't think about the current tasks. Think instead about the money can be earned from this work! Think of it as your regular job now.

Setting Up

You've been everywhere and made your entire list. Now it's a question of preparing these goods for the sale.

The greater the assortment of goods, the more likely you'll turn a healthy profit. But just having the goods to sell is not the only ticket to big cash! How you lay them out on display can play as important a role as the items you have in realizing a good money day.

Organization! Organization! Organization!

This is your key to a successful setup for your garage sale. Items that are thrown

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together on a table aren't going to be as attractive to customers as those that are diligently laid out with a certain order to it.

For example, your front tables should have some eye-catching, good value pieces on them. These are the items that will bring them in further. Clothes should be clean and arranged in a colorful manner that looks attractive from the street. If the clothes aren't clean or arranged fetchingly, the "drive-by" shoppers won't even get out of the car. If it doesn't look good from their car windows, they'll go on to the next sale.

Jewelry should be kept together, preferably laid out on a nice cloth (perhaps velvet) that will accent their beauty and make them more pleasing to the eye. Lighting is important here, too, as you're trying to highlight the best pieces. A gleam will do — and that's what a good spotlight will do for you. You can even put the jewelry on a swiveling piece to make it easier for people to study the items and turn them around without significant handling. It will also help you continually rotate it to feature your best pieces up front.

Whatever tables you use — yours, your neighbors, your friends, your relatives, ones you rent — make sure you decorate them! There are plenty of colorful papers you can buy to cover the tables. Paper tablecloths will do the trick — you can find those at a party store or even the large discount chains. Tape them down or, better yet, put thumbtacks around in several spots to keep the cloth in place. Who knows? It could be a breezy day! Or someone could pick up an item and half the cloth with it. So be sure these are secured.

How do you know where to place your merchandise? How can you be sure it will all fit correctly and as you want it laid out?

The best way to find this out is to measure. First, measure the width and length of your garage to see how much overall space you have. Then, measure the tables you will be using and list each one accordingly. Tables can be card tables, picnic benches and table, ping-pong board across a couple of cinder blocks — whatever! Just be sure you measure each piece!

Now, on a sheet of paper drawn to scale (see next page) lay out your tables as they fit into your garage's width and length. Be sure to leave room for people to move easily through to look at the items. You may want to plan to put out a table or two into your driveway, but don't count on it. If the weather is bad, you'll need to be sure the garage can adequately handle all components.

Once you've drawn in the tables, now select the places you want to place certain items. Begin labeling the tables with assigned merchandise. Once you know where everything is going, it will be easier to begin setting up your garage for the sale. If you are going to get some help setting up, you can give each helper a copy of the layout with the assigned items per table. It will make it easier for them to follow rather than having to stop and ask you where a particular item goes.

If you intend to have coffee available at the garage sale, be sure it is in a place where no one can trip over a cord. You will also need to make an outlet available for people who want to try out an appliance or other electrical item to be sure it works. This is a good tip for you, too. You don't want any item out that doesn't work — without some

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indication of it. You might still want to sell it to someone who can fix it up — but tell them up front — and charge lower accordingly.

Selection and Pricing

What items can be sold at the garage sale? Well ... just about anything you can think of will be a candidate. Here's a list if you want to keep it to check against what you have. This list is certainly not complete, but should cover most of the items you might have.

Clothes; Books; Radios; Television; Hamper; Toaster; Computer; Tapedeck; Irons; Magazines; Sports Equipment; Pots & Pans; Dishes; Records; Rocking chair; Bicycle; Glasses; Cassettes; Typewriter; Bed or cot; Silverware; Cds; Space heater; Pictures; Pottery; Fishing equipment; Alarm clocks; Coffee pot; Pillows; Tools; Tent; Picture frames; End table; Patio furniture; Playpen; Skis; Tennis Racquet; Drapery/rods; Musical instrument; Dresser; Workbench; Rulers; Art supplies; Games; Croquet set; Lawnmower; Leaf blower; Plants; Electric drill; Desk; Ice cream maker; Jewelry; Screens; Aquarium; Exercise bicycle; Luggage; Crib; Roller skates; Vacuum cleaner; Paper/pens; Mixer; Telescope; Calculator; Chairs; Doll House; Flatware; Record/Tape; Wastebaskets; VCR; Lamps; Sofas; Loveseats; Saw; Tires; Filing cabinets; Card table; Mugs; Blender; Christmas stuff; Antiques; Posters; Fireplace tools; Racquetball racquet; Candlesticks; Backpack; Dehumidifier; Bedspreads; Linens; Towels; Perfume; Stuffed animals; Toys; Knickknacks; Barstools; Scuba gear; Cameras; Swing set; Hats; Ironing board; Mattress; Gardening tools; Baskets; Electric trains; Bookcases; Dining table; Car parts; Air conditioner; Ice skates.

Well, it's a start. You'll think of others as you look around — like that mirror or those bookends. Everyone's list is different — and you may have items of great value that don't mean that much to you. Maybe it's an original work of art you can't stand or a 1928 edition of *Oliver Twist* that you've never read. Good items! If you're truly not going to use them, let someone else enjoy their use!

Now that you've selected your items, how do you price them? This is a key question. Many people price their goods too high and are surprised when so much is left over. One of the purposes of the garage sale is to get rid of stuff, remember? What good is it if you priced items out of reach for the everyday garage sale browsing?

What is a low price? There should be few items over \$10.00. The stuff you really want to sell should be down under \$2.00 depending on the item. One idea for you is to have special tables marked as All Items On This Table are \$1.00. Other variations are 50 cent tables and even \$2.00 tables. People like these layouts. They can pick up several items and only spend three or four dollars. People that have kids along are prime targets for this. If you have some stuffed animals or old toys, put them in a priced to go mode, by having all items at one low price. This way the child can get something that doesn't cost mom or dad much and may prompt the adult to focus on other items, too, since they've already been treated to a bargain or two on behalf of their kids.

Pricing garage sale items is kind of an art. The big-ticket items like a \$500 antique bookcase will not fit into the \$10.00 or less guideline obviously. That's O.K.! You can have a few higher priced items that serve as anchors around the garage — on the sides

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and in corners where people won't be handling them. You'll find the treasure seekers coming early on the first day to buy just such items for their secondhand store. They can clean up the item, nearly double the price and sell it in their shop!

Specialized antiques or very high priced items might be better sold through a local Pennysaver-type publication. You can also bring them to a secondhand shop or an antique store and offer them to the shop owner on a consignment basis. The garage sale is intended for low prices on the great majority of merchandise.

Here are some basic pricing rules to go by:

Clothing: Items that you display on a rack should be priced from 50 cents up to \$5.00 depending on the age, wear, style, type and newness of the garment. Non-racked items should be neatly arranged on a table and priced from 25 cents up to perhaps \$3.00 for a sweater.

Appliances: If you have a number of items, like a stove, washer/dryer, refrigerator or the like that you don't want to sell privately through advertisement, then you should look in your local newspaper classifieds to see what people are pricing these items to sell. This should give you a reasonable range to choose from. Remember — if you really want to sell it — price it low enough to guarantee it to move. A few dollars less than you think it's worth is a smart move if it gets the item sold and out of the house. The smaller items like a toaster oven or a microwave you can price in a similar fashion or simply give it a low price — to move!

Electronics: If you have televisions, radios, record players, VCRs, calculators, computers, typewriters, tape players and items as such, if they are in good shape, you can probably price them at a third of retail price to move it. They should be cleaned up and in good condition. If something is wrong, subtract dollars from your 1/3rd retail starting point.

Books: Divide your collection up into paperbacks and hardcovers. Paperbacks should be priced at 10 to 25 cents. If you use 25 cents, offer 5 for \$1.00, too. Hardcover books can be priced at \$1.00 each, except for the older, valuable first editions. Do the same type of deal, such as 6 for \$5.00 on the hardcovers. Many people come to garage sales simply looking for books.

Records, etc.: First, assess your collection of LP and .45s to see if you have any real valuables that collectors may like. If you're unsure, bring them to a record store and ask the owner. Music people will likely pay a better price for some of these. Otherwise, price your .45s at a quarter or less and the records at \$1.00 - \$2.00 each. Cassettes can go for \$1.00 each or less. CD discs can command a higher price, perhaps \$3.00 each if in good shape.

Linens: Towels, linens, tablecloths are normally priced at \$1.00 to \$5.00 each. Rugs can be priced up to \$5.00 if in mint condition. Draperies depend on size and condition and can run from \$5.00 to \$15.00 for a set. Find out what new prices are for these items, judge the shape your items are in, and price accordingly.

Knickknacks: Old souvenirs, vases, ash trays and other novelties can go for \$2.00 or less and look good together on one table. It can be one of your All Items on this Table are \$1.00. These are the things that have been collecting dust in the house for a number

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of years, or taking up too much room, or that you won't use again (you bought it on vacation when it seemed like a great idea). Price them to go — the lower, the better. You don't want to see these items again!

Selection and pricing of the items are critical tasks. But placing the items out in a certain order can attract the customer, as we have previously mentioned.

First, clean the garage as best you can. You want your storefront to be as neat as possible. This would include mowing the grass, trimming the hedges, cleaning up the yard, and even pressure-cleaning the driveway. If you're selling a tent, it's best to set that up outside if the weather cooperates. Other similar yard items can join the tent on the lawn or in the driveway: tires, bicycles, lawnmowers, wheelbarrows and similar items are too large to lay out wisely in your garage. They'll just take up too much room! Line the items up on your lawn (or driveway) as you'll line up your merchandise inside: in rows, with aisles for people to comfortably get around and examine the merchandise.

Next, make sure you have enough room on your tables to lay out your items so they can be seen. If items have to be in a box, make it a fun box, with all items in the carton at 25 cents. Well-displayed merchandise looks cared-for, adding to its value in a shopper's mind.

Clean and press clothes you'll be hanging to sell. Mark the sizes clearly so people can see them and won't have to search for tags. People won't buy dirty clothes and you don't want to have to keep telling people the sizes or the prices. Place this information in full view. Label individual clothes with a piece of paper pinned to a sleeve or a lapel.

For electronic items that you still have the original boxes, place them in or next to the carton if there's room. The original box will list all of the features for you. If you have the original instructions or owner's manual, include it. It could be the feature that cinches the deal.

If you have an unusual item that people might not recognize for what it is, put a card next to it identifying the piece, with its price. If there is something unique about an item's history, write a short narrative about it and place it next to the item. Conversely, if there is a negative thought such as a broken piece, note this on a card and place it next to the damaged item. Honesty is always the best policy. A good bargain is often found by those who can fix goods and use them personally.

Use small circle-stickers to individually price items. These are inexpensive and can be put right on the item without a problem and, more importantly, can be removed by the buyer easily and without damaging their purchase.

Advertising

Selection, pricing and layout is only as good as the number of people that come by to shop at your garage sale. To attract customers, you must get the word out. One sign at the top of your street will not bring in the folks that will do a lot of buying.

First, you should check to see if your city requires you to take out a garage sale permit to hold the event. There is usually a fee and the permit is good for two or three days. You can try and duck this requirement, but you have to take the chance that someone in an official capacity won't come by to see if you've obtained the permit. If so, you'll pay a fine that could eat up most of your garage sale profits. It's not worth it! Get the

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permit and then display it openly in your garage. This looks impressive to your customers, too.

All the major daily newspapers and the local community weekly publications have spaces set aside for classified advertising. There is even a section separately for Garage Sales. This is the first and best place to advertise. Since many garage sales start on Friday or Saturday, you will find the local garage sale experts up early and buying the paper to check out where the sales are being held. They will then arrange an orderly plan of attack, geographically efficient, and go to work. Much of this is done at 6:00 AM or earlier, so that by the time you open your sale at 8:00 or 9:00 AM, a group of cars are already assembled, passengers waiting to embark on their treasure hunts.

While it costs money to place the advertisements, it's not much and well worth the value. Newspapers will need some lead time, weeklys greater than dailys, so get your advertisement prepared early. Some newspapers even have garage sale kits that you can pick up with sample ads and material you can use to make signs and price notices.

Your advertisement should be short, to the point and give enough details to spark some interest. Begin with an intriguing heading. Rather than simply say Garage Sale, why not print Incredible Garage Sale or some similar positive, enthusiastic description of your sale. Bargain Hunter's Paradise will probably turn the shoppers out.

Your address may be sufficient alone or you may have to add a couple of words to pinpoint the location better, like just off Central Avenue. Make it easy to find you! If the shoppers can't locate your house, the garage sale will not go as well as hoped.

Give a specific time that you'll be holding the sale. Leaving out the time will have people knocking at your door at 7:00 AM (those 6:00 AM planners, remember?). If you intend to open at 8:00 AM, you might want to put 9:00 AM as your advertised time. Otherwise, if you open up at 7:45 AM to put items out, you'll be greeted by the early-risers who want to be there before everyone and you'll find yourself somewhat disorganized and dealing with customers before you're ready. Advertising at 9:00 AM means you can open the doors at 8:00 AM, place your items outside and arrange your tables for a good twenty to thirty minutes before the early-birds show up.

You have a smart opener, your location and the times of your sale. Now, you have to promote certain items that you believe might get someone's attention. If you have a lot of antiques, say so. If you have a marvelous book collection that you are unloading, write books in the ad. Something like clothing, books, records, antiques, furniture, unique items may fit the bill. It gives people a general idea of what you have without being too wordy. Words are money in an advertisement.

Finally, you should note whether you will hold the sale in inclement weather. If not, indicate this to save people the trouble of coming by if there is rain, snow, sleet or hail.

The classified advertisement will bring most of the traffic. But there are ways to pull in others who may not have read or missed the ad you placed. These hand-planted signs can do the job in helping people find your garage sale — those that were already coming and those who spot your sign and spontaneously decide to come by.

If you live in the back of a development or several streets off the main drag, you

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will need several signs to use as both advertisers and directionals. These signs should be **LARGE** and easy to see. Don't go for the 8 1/2 X 11 sheet of paper nailed to a ruler. That won't be easily seen and will not stay up for long in any event. Think in terms of 2 feet by 3 feet to make it a sign everyone can see and read.

Use colorful, eye-appealing paper. Write Incredible Garage Sale on top with the time, date(s) and address to follow. Make the lettering large and easy to read. Put arrows if directionals are indicated at the place you've posted the sign. Staple the cardboard sign to a piece of wood and nail it into the ground or put it up on a telephone pole or street sign. Municipalities aren't crazy about sign hanging, but if you don't abuse the privilege and take down the signs immediately after the sale is over, you'll be fine.

You can even employ your children to walk up and down a main thoroughfare advertising the event, carrying a placard much as they would for a political candidate or if they were on strike. The more noticeable the advertisement, the more likely you'll draw the curious.

Get your signs out early to advertise the day of the sale. This is another reason to start at 9:00 AM instead of 8:00 AM, so you'll have time to get out and place them. If you leave them out the night before, they may not be there in the morning for any number of reasons from weather to vandalism.

Make sure you have your directional arrows pointed in the correct way. If drivers could come from either side, have arrows on both sides of the sign. People make errors on their directions all the time and it leads to frustrated shoppers who will simply go on to the next sale.

Proper sign design takes some time, so don't leave it for the morning of the sale. You should only be placing them around that day, not starting from the top. Do your signs in the evenings leading up to the sale. It will be a busy week, tagging items, setting up the tables, putting merchandise on them, and sign-making, but it will be worth the time and effort.

Your signs are going to be the shopper's first impression of you and, by extension, your goods for sale. A favorable image, portrayed by a neat, easy to read, colorful sign, will be in the shopper's mind as they approach your tables. They'll be feeling positive — and that usually means a few sales for you!

You might consider putting up flyers about your garage sale on bulletin boards in grocery stores, Laundromats, church and your community centers. If you work close by, you may be able to place a flyer on the company bulletin board or even an ad in the company paper. People know you and may want to swing by to see your sale!

In addition to avoiding municipal trouble, you should retrieve your signs and flyers when done, since you may be able to use them again for your next garage sale. It will save you the costs of buying all of that material again.

A week or two before you plan to have your sale, you might want to take a weekend and hit the garage sales locally. You're not out to buy, unless you see a deal you couldn't pass up. You're out to learn. See how others set up their sales. Notice what works and what doesn't. Listen to hear complements and complaints. How is everything organized? Are the prices marked clearly? What are the prices?

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You should see some consistency in the pricing and arrangements. At least you should get some ideas as to how to arrange your garage sale. You'll see mistakes to avoid and find ideas that will work well for you. If an attractive layout catches your eye, chances are it will catch someone else's eye when it's your turn for the sale.

Other people may want to "go in" on the garage sale with you. Your garage, their items. Decide yourself if this is a good idea. You don't want to turn down a friend or relative if you have room, but if adding a few other items of theirs will detract from your merchandise arrangement, then be firm and tell them it's not possible to combine efforts this time. Set up another date when you might have less stuff and, in combination with their items, may do quite well at this later time.

You can also hold a "Friends Preview Sale" the night or two before the sale is open to the public at large. Invite a few friends over, have a few refreshments and then turn them loose. You may earn a substantial amount of cash just from this special advance sale. Make it friendly and fun!

Bookkeeping

How do you know if you did well at your garage sale? Good records are a sure bet to value your efforts. Simply listing inventory, expenses and revenue will paint a picture of your financial success. This would also be critical if you are selling others merchandise in addition to your own. You'll have to track it separately. Label the price tags with different colors or other codes like prefixes (N- 25 cents) to identify properly the articles that belong to the various sellers.

Keeping separate envelopes at your cashier's stand can help you organize the goods as they are sold. If you have a couple of friends or relatives selling items, too, simply pull off the tag at sale-time and place the coded label in the appropriate envelope. For example, if you have codes N, S and T to indicate pieces being sold on behalf of three separate parties, all the N tags removed would go in the N envelope; all the S tags in the S envelope and all the T tags in the T envelope. You can note each item on the outside of the envelope as it is inserted and the tag placed in the envelope. Noting as "candlestick - \$2.00" will be a second way to check the inside coded tags against the running totals on the outside.

Maintaining a separate inventory list for each seller is important, too. As time permits, you can cross off items sold as you compare it to your specific envelope. What's not crossed off by the end of the day should still be out on display. This way you can check it easily.

If you have to depend on memory, you and your relationships with a friend or relative could be on shaky ground. Better to have detailed, organized records, especially if you intend for this to be a career for you. Specializing in garage sales may mean you selling, on consignment, a lot of items from other people. It's best to get your system down early on, and it will create trust in the minds of your seller-clients.

Make sure you have plenty of change for your cash box. Dimes and quarters should abound as well as one dollar bills. Get fifty dollars in various quantities of these three and keep a record of how much you initially place in the cash box and of what denomination.

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Should you take a check? That's up to you, but it is recommended that, without a driver's license to record information from on the back of the check, you shouldn't take it. Most of the time, a check will be for a higher priced item(s) anyway and the person should have plenty of identification for you to copy on the back of the check. If you choose not to deal in checks, you could accept a deposit to hold an item for a set time limit (three hours), giving the person time to acquire the necessary cash to complete the transaction.

There might be some people who offer you a figure you believe to be too low for one of your higher priced items. Don't completely rule it out! See if the individual will leave a name and phone number to contact in the event you are not able to unload it for your price. That party may still be interested at the end of the weekend and it's better to get something for your article as opposed to keeping or otherwise disposing of it for nothing.

The art of negotiation is one best practiced. There are people that are really good at it and others that detest the entire process. This is the way goods have been bought and sold in this country for much of our early history and there is still some of that old "horse-trading" going on today. While you wouldn't be able to do this at your grocery store checkout counter, it's perfectly acceptable procedure in a garage sale.

People are out for bargains. Part of the fun is to see if they can get you down from the price you've listed on your items. Expect it! Don't be insulted! Get into the game yourself! An item priced at \$8.00 may bring an offer of \$6.00. Counteroffer with \$7.00 and settle for \$6.50. Make the sale! People enjoy the bargaining process and so should you if you want to specialize in garage sales. When you go around to buy items that you can sell at a profit later, negotiate. The lower the price you can get, the better the chance to sell it at a good price during your subsequent garage sale.

There are professionals out there to watch. These are the folks that will make you an offer for the entire inventory you have displayed. Or for a collection of something. Or for all your glassware. Or for your hardcover books. Be careful! You can often make far more by holding out and continuing your garage sale rather than settle for an offer to move the entire lot off your property. If you are selling goods for others, you should discuss this with them in advance. They may want you to take a one-time offer for their articles. If so, it's good to know that in case the "pro" happens by.

Make money and move your inventory! That's the objective, no matter how it is accomplished. Keeping that in mind will help you get through the negotiating that will be a part of garage sale day.

The Sale

You're ready. You've made your selections, priced your goods, made your signs, advertised and the big day has arrived. Hopefully, you'll get a good day, weather-wise. Everything is on the prescribed tables. The layout is well thought out and designed to attract viewers — and buyers!

You've put out your morning signs. You advertised your sale an hour later than you're prepared to handle it, leaving plenty of time for last minute touches, or any final plans you've overlooked. You may have forgotten to label an entire table! Better to do it

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before the guests arrive! That extra hour will help.

It won't be an hour, either. The early birds will begin cruising in 30 - 45 minutes ahead of schedule, but that's O.K.! You're ready! The All Items 10 Cents boxes are displayed in prime view — one for the kids to browse and the other for adults. This is the carrot that will bring them in for the other items.

Do you want to put out refreshments? It's not a bad idea, but don't overdo it! Coffee is fine in the morning, iced tea in the afternoon. You can offer muffins, donuts and other food, but it's not necessary. If some of the food you bought is tainted for any reason, you may be in for more trouble than your good intentions warrant. If you offer anything, keep it to drinks in paper throwaway cups.

Be careful to keep children away from the tables that have china or glassware or other breakables. Stores have the same problem. Just be aware of it and set those tables up well inside where kids are less apt to be. Adults will still be able to get to the table and look without it being up front or accessible from all sides.

Shoplifters can be present just as they would be in a normal retail environment. As much as you can, keep an eye out for the occasional thief. If you have your higher priced items in the back of the garage near you and the cashbox, it's less likely you'll have a problem with these individuals. Children may take something without knowing, which you can easily point out to the adult who accompanied the youth. Having a couple of people helping you out can discourage those who would try to steal any articles.

At the end of your sale, check your inventory. You may receive a few offers from last minute shoppers offering to take the rest of it off your hands for one low price. If garage sales are your specialty, you may decide against that offer, knowing you may be able to sell the items at your next sale. If you really want to unload it all, take the offer and be done with it.

For other leftovers you don't want to keep, check your local charities like Goodwill, the Salvation Army, the local homeless centers and the like. Books may be great donations for a hospital or nursing home while clothes may be perfect for a downtown shelter and toys for a local orphanage.

If you have some high priced items left, run classifieds or advertise those items specifically by name on a flyer posted at area bulletin boards. Leave a box at your curb with a sign that says "help yourself" for some items. People will! You can also package up the "junk" and take it down to the local landfill. There will be assorted places to place the various remainders.

Congratulations on a successful sale!

Once you've attained your degree in garage sales, you can move on to the flea markets and swap meets and mix with the real professionals. These are the mega garage sales where people can go from one "garage sale" to the next without getting in and out of their cars. Whether they're called Flea Markets or Swap Meets, it's the same idea; acres and acres of goods for sale by people like yourself.

Generally, they're open on weekends (Friday, Saturday, Sunday) just like garage sales since it's when most of the people can come. There may be new or old merchandise for sale, inside and outside of shelter. You will see several jewelry setups, record

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collections, books, clothes, some furniture, many antiques. In short, a larger garage sale! It's like a Mexican marketplace — only right here on American soil. It's the social event for small-town America.

You can find some items you might want to include as part of your next garage sale, providing you can buy them at a price low enough to turn around and reprice it for sale. You may decide that, if your inventory you've accumulated is large enough, you may want to purchase booth space and sell your goods here with the rest of the sellers.

If you or a family member specializes in some type of homemade crafts, this can be an outlet for your wares. If you or a relative or friend is an artist, perhaps some paintings would be well suited to this purpose.

The bestsellers are usually new goods available for extremely low prices. If you have access to goods that you can buy in volume and turn around for a profit, this is the place for you. The weekly earnings of many of these merchandisers is hefty!

Since there are so many booths, you have to do something to make yours stand out from many of the rest. Balloons tied to your booth's sides will set you apart. Or an attractive, eye-catching neon sign might do the trick. Free popcorn from a popping machine may bring the shoppers to your merchandise. Any good trick will do!

Like your garage sale, try and do your best to make an attractive, organized appearance. The same reason someone driving by your garage might slow down and stop will be the device that slows the traffic down at a swap meet or flea market. Be polite and courteous and friendly! Smiling is contagious! Make sure people are glad they stopped by even if they didn't buy anything. Being positive is a great way to approach life.

If you think the art of negotiation was important at your garage sale, you haven't seen anything yet. Wait until you check out the haggling that takes place at one of these ultra garage sales! There will be much bartering, counter offering and bluffs associated with this type of buying method. Be prepared for it.

If you do it well, you can earn a small fortune at this type of selling. If you've got a garage, you're in business! If you don't, but have a yard, you're in business! You can carry it to the next level and buy booth space at a flea market or swap meet, but just some well-planned local garage sales will earn you a lot of cash. You're on your way to big profits!

Garage Sale Organization

4 weeks before the sale:

1. Determine if you are doing the garage sale alone or if others will be involved in it with you.
2. Organize a meeting of all those involved.
3. Agree on a date.
4. Agree on the location.
5. Take inventory of all participants and divide up the allocated space accordingly.
6. Agree on all pricing up front.
7. Begin to set aside items in an organized fashion by placing items together by

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table.

3 weeks before the sale:

1. Call your newspaper and see if there is a garage sale kit available. Find out their deadlines for advertisements.

2. Identify other publications in which you intend to advertise and find out their deadlines.

3. Diagram the floor plan of the garage or yard. Assign tables based on the inventory notes made last week.

4. Determine how many tables you will need and begin to accumulate them from whatever sources you intended to tap.

5. Assign categories by table and by individual. Note these on your already drawn diagram.

2 weeks before sale:

1. Place your advertisements that need to be in at this time.

2. Recheck the house and all the storage spaces to be sure you didn't miss anything.

3. Pick up the material and begin making your signs and flyers.

1 week before the sale:

1. Place any other advertisements that work on a shorter deadline.

2. Put out the tables in prearranged order in your garage. Put up the clothes rack.

The last week:

1. Put up your flyers on area bulletin boards.

2. Start arranging the merchandise on the various tables. 3. Price every item, using self-adhesive labels.

4. Obtain your cash box.

5. Pick up change in dimes, quarters and ones for your cash box.

The Day:

1. Put up your signs around the neighborhood.

2. Put out your items that will be in the yard/driveway.

3. Plug in the coffee pot.

How To Get Everything You Want Out Of Life

FIRST, be prepared to know yourself better. A serious appraisal of your life is essential to getting what you want. If you need to get to Pittsburgh by Friday, you've got to know where you're starting from. A serious self-appraisal may take weeks to complete. How well educated are you in the things you would like to know? How much effort do you put into each aspect of your life?

What are your best and worst points? How do you choose your friends, your home, your job and your hobbies? How do treat your friends, family and strangers? How deep is your personal spirituality? You have hundreds and hundreds of special traits, but how well developed is each of them? Which of your traits are the worst? What have you ac-

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complished over the past twenty, ten, five, two and in one year? In the past month? The past week? Today? Who have you hurt? Who deserves better than you've given them? And most important, how close are you now to where you hoped you'd be when you looked ahead a year ago, five years ago, or even as a child?

Be prepared to cry a little as you make this appraisal of your life. Humans are far from perfect, and even the minor goals we set for ourselves are not achieved, and it can hurt to see exactly where you are. Draw upon every bit of serenity you have when making this appraisal, and always keep in mind you are on a fact-finding, not a faultfinding mission. Whether your strengths match evenly with your weaknesses on paper is not important. What you want is a written record of who and what you are in as great a depth as possible, a blueprint of your house which you can use as a base for improvement.

Great people in every field start with such a deep analysis and revise it yearly to chart their progress, and the time and emotion spent in such an appraisal will be chicken feed compared to the value you will receive from it.

SECOND, make a special report based on your self-appraisal and include the report everything you ever did which you didn't think you could do. **THIS ABSOLUTELY VITAL!** It will provide you with enormous inspiration when faced with a problem you don't think you can overcome. These are not only real-life success stories, they are your success stories, positive proof that there's more in you than you might think. These experiences are the batteries you'll use to power the shovels which will move mountains in the future. Remember, even an almost-dead battery will start a car. Have this report in writing and keep it with your personal analysis, and make a copy in case you lose it. This will be a vital document in times to come.

THIRD, decide where you want to go. Most people fail because they don't set goals worthy of themselves. If they do, they do not live each day in pursuit these goals. This, and every other step outlined here, is absolutely vital to a truly successful life.

When you set your goals, make them better than you've done before, but make them achievable. In other words, if it is at all possible that you or someone like you could achieve the goal, it is worthy. But don't set them too low either, or you'll be breezing through life, bored and unchallenged. Set goals for each day, for the next week, month, year, two years, five years, twenty years, fifty years (regardless of your age).

Be definite about what you want. Write your goals down and use as much detail as possible. Make them firm... for the moment. You will find as you achieve certain things that some goals will have to change, and that's fine. Just don't go around changing your mind every time the wind changes or you won't know which way is up.

Set as many goals as you like, and include among them - what you'd like to be doing, where you'd like to go, what you want for your family, what kind of person you'd like to be, how much you'd like to be earning, your net worth, your health, personality, education and spiritual growth. Keep your daily goals confined to activities which will lead to accomplishment of your long-term goals. Don't be afraid to set goals. Mistakes can be corrected; doing nothing cannot be corrected.

The next step takes no real effort, and strangely enough, it is the most difficult step for the average person to take.

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FOURTH: COMMIT! Make the decision to achieve those goals, to strive for the things you want which will make your life and yourself all that much better. Make that commitment from the heart, not at the lips! It will take time to really feel that commitment, and regularly reviewing the goals you've written down will make it possible to truly feel that commitment. You'll go through agonies at first and wonder if any of this is really worth it, and that's the point most people give up.

Remember this and you'll look forward to that agony. Every change comes with pain. It hurts to be born, to fall in love, to pass an exam, run a marathon. Once you start feeling that pain, know it for what it is - your old self screaming for life. Let your old self win and you lose!

Once you pass through that barrier of pain between what you are and what you want, you will know what it is worth every bit of discomfort. You've been through it before, and you'll need the memory of past incidents where you've made it to help you get through it.

You'll need the support of others, too. So you'll have to consider the people with whom, you spend most of your time. If they are not as interested in improving themselves as you are, it's time to expand your circle of friends to include those people, and make them the best you could want. Make your friends inspirations to you in your quest for a better life.

The final step is so simple and so tough it literally separates the men from the boys who will never grow up. It means sacrificing immediate pleasure for real satisfaction down the road, so if you're not ready to make the trade, go back two paces.

FIFTH: Spend every moment of your life in the most effective, efficient way possible in the pursuit of your goals. You'll never be able to do this as well as you will want to, but that's fine. Nobody spends all their time as effectively as humanly possible. The degree to which you can tune your desire to the things you want and discipline yourself to do the things that lead to getting them - will determine how successful you will be.

Regardless of how weak you are now, you can and will increase the value your time and activities and garner more happiness than you might think fair only if you'll keep your failures in perspective. Think of them as lessons and gain something from them. Use your successes as a well of strength on which you can draw when you're ready to quit.

These simple steps are the true secret to getting what you want out of life. It has been proven time and time again by great men down through history, and centuries from now. The words may change, but the ideas will be the same.

For centuries men have tried to find ways of making this simple set of guidelines more complicated and more difficult to understand and follow. Most of them succeeded admirably. Most got what they wanted by doing so. What they really wanted was less than they set out to achieve. Getting what you truly want is so difficult precisely because it is so simple. Humans are very complex beings and thrive on making things even more complicated.

It might help to remember that the foundation of every religion, belief, system and philosophy that has worked its way to a culture and taken root is personal happi-

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ness. In every case, happiness is achieved by reducing things to their simple possible elements.

Exploring The GED Tests

If you left high school without graduating, the GED Tests provide a way for you to earn your GED high school diploma. Getting your GED Diploma can make a big difference in your life. Read this Information Bulletin and learn:

- * What is covered on the GED Tests
- * How to prepare for the GED Tests
- * Where to get help

READ ON!

WHAT IS THE GED TESTING PROGRAM?

The GED testing program offers you an opportunity to earn a GED high school diploma. Many people who did not finish high school have knowledge and skills comparable to people who did graduate. This idea is the basis of the GED testing program. The GED Tests ask questions about subjects covered in high school. The GED Tests are given in all 50 states, the District of Columbia, the U.S. territories, most Canadian provinces, and the Canadian territories. Each year, about one-half million people earn their GED Diplomas.

The GED Tests are available in English, Spanish, and French. Special large-print, audiocassette, and braille editions of the GED Tests are also available, and adaptations to testing conditions are permitted for adults with disabilities.

WHAT ARE THE BENEFITS OF A GED DIPLOMA?

Education

The GED program provides an opportunity for adults to continue their education. Ninety-three percent of colleges and universities accept GED graduates who meet their other qualifications for admission.

Employment

A GED Diploma documents that you have high school-level skills. Approximately 96 percent of employers accept the GED Diploma as equivalent to a traditional high school diploma.

Self-Esteem

Many GED graduates say they have feelings of increased self-esteem and self-confidence.

Once you earn your GED Diploma, it's up to you to pursue the individual goals you set for yourself.

WHO IS ELIGIBLE TO TAKE THE GED TESTS?

If you left high school without graduating and your high school class has graduated, you are probably eligible to take the GED Tests. Contact your nearest GED Testing Center or the department of education in your state, territory, or province for specific eligibility requirements. Information on where to call is given on pages 15 and 16 of this Bulletin.

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HOW CAN I DECIDE IF I AM READY TO TAKE THE GED TESTS?

It's a good idea to take the Official GED Practice Tests before taking the actual GED Tests. Comparing your Practice Test scores with the minimum scores required in your area will help you decide whether you are ready to take the full-length GED Tests. If your scores are high, you have a good chance of passing the GED Tests. If your Practice Test scores are low, you will probably need further study in one or more subject areas. The Official GED Practice Tests are available through your local adult education program. You can also purchase the Practice Tests yourself by ordering Form CC of the Official GED Practice Tests. See order information on the back page of this Bulletin.

HOW CAN I PREPARE FOR THE GED TESTS?

By Attending Classes...

If you need help deciding whether you're ready to take the GED Tests or if you want help preparing for the tests, contact an adult education program in your community. Many programs that are sponsored by local school districts, colleges, and community organizations provide GED classes. The teachers at these adult education programs can help you decide whether you need to study for all of the tests, or whether you should spend time brushing up in just a few areas.

To get information regarding a program in your area, contact your local high school, adult education program, or community college. Look in the yellow pages of your local telephone directory under the heading "Schools." Check the listings for the high schools and community colleges in your area.

Programs offered by schools and colleges may be listed under the heading "Adult Education," "Continuing Education," or "GED." You can also call the general number listed for high schools, colleges, or your board of education and ask for information about GED classes.

If you cannot locate an adult education program in your area, call the number listed for your state, province, or territory on pages 15 and 16 of this Bulletin.

By Yourself...

After reading this Bulletin and possibly taking the Official GED Practice Tests, you may decide that you want to study on your own before you take the actual GED Tests. If you can't answer some questions in this Bulletin or on the Official GED Practice Tests correctly because you have not studied these subjects in a long time, you may be able to improve your skills by studying on your own. In fact, about 20% of all GED test-takers prepare for the GED Tests in this way. Many study materials that are available through libraries, adult education centers, schools, colleges, and book stores may help you improve your skills. There is also a television series called "GED on TV" on The Learning Channel and many public television stations throughout the country. To find out what channel in your area carries the "GED on TV" series, call 1-800-354-9067. You may also call The Learning Line at 1-800-232-2775 to find out about self-study materials that you may purchase.

WHERE CAN I TAKE THE GED TESTS?

You can take the GED Tests at one of more than 3,000 Official GED Testing Centers in the United States and Canada. There is probably an Official GED Testing Center

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not far from your home. Call your nearest adult education program and ask for the location and schedule of the testing center near you. Or contact your state, territorial, or provincial department of education and ask for the location and schedule of the closest Official GED Testing Center (see pages 15 and 16 of this Bulletin).

WHAT ARE THE GED TESTS LIKE?

The GED Tests measure important knowledge and skills expected of high school graduates. The five GED Tests are:

- * Writing Skills
- * Social Studies
- * Science
- * Interpreting Literature and the Arts
- * Mathematics

These tests contain multiple-choice questions that test your ability to understand and use information or ideas. In many cases, you are asked to use the information provided to solve a problem, find causes and effects, or make a judgment. Very few questions ask about narrow definitions or specific facts. Instead, the focus of questions is on the major and lasting skills and knowledge expected of high school graduates.

In addition to the multiple-choice questions, the Writing Skills Test includes an essay section. In this section, you are given 45 minutes to write an essay on the topic given. The topics are designed to be very general, so everyone can think of something to write. More information about the essay is given later in this Bulletin.

The multiple-choice questions on the five GED Tests are presented in one of three ways:

- * Accompanied by a reading selection that may be as brief as one or two sentences or as long as 400 words
- * Accompanied by a table, graph, chart, or illustration
- * Stated as a problem to be solved (this type is most often used in the Mathematics Test)

Because most material presented in the GED Tests requires the ability to understand written text, the skill of reading comprehension is very important.

WHAT SUBJECTS ARE ON THE GED TESTS?

The next section of this Bulletin shows sample questions from each of the GED Tests, along with explanations of the correct answers. Read the sample questions to become familiar with the type of material you will find on the GED Tests.

Do not be discouraged if you feel that the questions are too hard. Most people who have been out of high school for some time need to prepare for the GED Tests before taking them. Adult education programs in your community are specially designed to help you improve your skills so that you can succeed on the GED Tests.

TEST ONE: WRITING SKILLS

The GED Writing Skills Test has two parts. Part One contains multiple-choice questions that require you to correct or revise sentences that appear in a writing selection. Part Two asks you to write an essay about a subject or an issue that is familiar.

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Test One, Part One: Multiple-Choice Questions

This section of the Writing Skills Test contains paragraphs with numbered sentences followed by questions based on those sentences. Each writing selection contains about 10 to 14 numbered sentences in one or more paragraphs.

Questions in this section cover sentence structure, usage, and mechanics. You will be asked to identify and correct errors that occur in sentences throughout the selection.

Directions and Sample Questions for Writing Skills, Part One

Directions: Choose the one best answer to each item.

Items 1 to 3 refer to the following paragraph.

(1) One of the lifelong memories many of us share are the moment we obtained a driver's license. (2) If we were teenagers at the time, these licenses signified our passage to adulthood. (3) We clearly remember practicing to handle a car well in heavy traffic and learning to parallel park. (4) We also prepared for the test by studying the driver's booklet, memorizing rules, and learning road signs. (5) Because we dreaded possible disaster, the road test seemed worse than the written test. (6) While conducting these difficult tests, the state driving inspectors often seemed stern and unyielding. (7) Therefore, when all the tests were finally over, we felt a real sense of achievement. (8) Whether or not we have chosen to use our licenses since then, they remain of enormous value to us. (9) They symbolize our passport both to independence and to the open road.

1. Sentence 1: One of the lifelong memories many of us share are the moment we obtained a driver's license.

What correction should be made to this sentence?

- (1) change the spelling of memories to memorys
- (2) insert a comma after memories
- (3) change are to is
- (4) change driver's to drivers
- (5) no correction is necessary

Correct Answer: 3 Difficulty Level: Moderately difficult

About half of the questions in this section of the test ask you to find and correct any errors in the sentence. Because the subject of this sentence is One (not memories), the main verb in the sentence, (are) must agree in number. Thus, the correct answer is (3) "change are to is." Options 1, 2, and 4 introduce errors into the sentence, so none of these is the best answer. Notice that this item type has an alternative (5) "no correction is necessary." Choose this alternative when there is no error.

2. Sentence 3: We clearly-remember practicing to handle a car well in heavy traffic and learning to parallel park.

Which of the following is the best way to write the underlined portion of this sentence? If you think the original is the best way, choose option (1).

- (1) traffic and learning
- (2) traffic, but learning
- (3) traffic, for learning

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- (4) traffic, so learning
- (5) traffic because learning

Correct Answer: 1 Difficulty Level: Moderately difficult

This question asks you to select the best word to join the two parts of the sentence. The best answer can be found by determining which word makes the most sense. Only the word and produces a sentence in which the meaning is clear: the two things we remember are practicing to handle a car well and learning to parallel park. Since the relationship between the two parts of the sentence is one of addition, and is the best choice. Note that in this question, the original wording is the best of the choices given.

3. Sentence 7: Therefore, when all the tests were finally over, we felt a real sense of achievement.

If you rewrote sentence 7 beginning with

Therefore, we felt a real sense of achievement the next word should be

- (1) or
- (2) all
- (3) when
- (4) while
- (5) but

Correct Answer: 3 Difficulty Level: Easy

Questions like this one require you to restate the original sentence in a particular way, often using a different type of sentence structure. The important point to remember here is that the new version must retain the meaning of the original sentence. In the case of question 3, the position of the two parts in the sentence is switched. Only the word “when” keeps the same meaning. Every other choice creates either a nonsense sentence or one in which the meaning is different from the original. In these types of questions, it is always useful to try out each of the alternatives in the new structure. By reading through the entire revised sentence, you will be better able to see the effect of each of the options on the meaning of the sentence.

Test One, Part Two: The Essay

This part of the Writing Skills Test measures your ability to write an essay about an issue or situation of general interest. No special or technical knowledge is required to write on any of the topics. All of the topics used for this part of the test require you to write an essay that presents your opinion or explains your views about the topic assigned.

How the Essay Section Is Scored

All essays written for the GED Writing Skills Test are scored by at least two trained readers who score the essays on their overall effectiveness. They will judge how clearly you make the main point of your composition, how thoroughly you support your ideas, and how clearly and correctly you write. That is, all of the elements that make up a piece of writing are taken into consideration. The readers do not count every spelling and grammar mistake, but a paper with many errors may not receive a good score.

Essays must be written “on topic” to receive a score. Pay attention to the topic and to the questions you are asked to answer about the topic. Plan your essay carefully,

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and allow yourself time to read it and make corrections.

After the readers have scored your paper, their combined score is the total essay score that, together with the score for the multiple-choice section, is the Writing Skills Test composite score.

Sample Topic for the Writing Skills Test, Part Two

It always strikes me as a terrible shame to see young people spending so much of their time staring at television. If we unplugged all the television sets, our children would grow up to be healthier, better educated, and more independent human beings.

Do you agree or disagree with this statement? Write a composition of about 200 words presenting your opinion and supporting it with examples from your own experience or your observations of others.

Description and Sample of Essay

The following paper would receive a rating of 3 (highest score is 6) based on the scoring guide. This typical paper has a single purpose or point to make. The supporting ideas are presented in clear sentences so that the reader understands what the writer wants to say. The paper would have been stronger if the writer had given the names of specific television programs that are informational or entertaining. The occasional mistakes in the conventions of standard written English do not interfere with the reader's being able to understand what is written. These mistakes would have been corrected by a stronger writer.

Sample Essay

The question of whether or not television is a positive or negative factor in grow of our children, can have its points both ways. But I feel that the argument, that all the televisions sets should be unplugged, so that our children will grow up to be healthier, better educated, and more independent human beings, is ridiculous there are many informative, and educational and fun things to watch on television.

Television offers educational stations, which have very informative shows and programs, people can learn many things from some of the programs on television. The television is also used to translate news and other information to people, without the news you would not know about the world around you, politics, big events, weather etc. Even the movies and comedies provide entertainment and relaxation, and what better place than in your own home. I agree that some of the television today is none of the above, but the responsibility of what you watch is all up to you. Our children can grow up with television, but adults should help them learn how to choose shows that are going to be good. Television can be a very instrumental thing, it can provide fun and entertainment and also educational shows, that promote learning.

While the person scoring your essay does not count mistakes, these mistakes do influence the reader's overall impression of the writing. For this reason, some of the errors in the sample essay are identified below for you.

The first sentence of the essay is not clear because of the use of grow for growth. The first sentence of any essay is the most important one because it states what the rest of the paper will say. This sentence should be very clear. In the second sentence, there is no reason or rule for the commas after "unplugged" and "beings." If you don't know a

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rule for the comma, leave it out. Also in the second sentence, the use of “fun things” is too casual or colloquial compared to the rest of the words in the essay. Colloquial expressions may be misunderstood by a reader, so don’t use them. The next sentence which starts with “Television offers” is actually two sentences or complete ideas joined together by the comma after “programs.” This mistake shows that the writer is not sure about what a sentence really is. Then are other mistakes like these in the rest of the essay.

Everyone makes mistakes when they write quickly. Good writers take the time to go over what is written and correct mistakes. Your writing will show your best skills if you take the time to plan what you say and review it to make any needed corrections.

If you take the Official GED Practice Tests on your own, we recommend that you ask an adult education teacher to help you score your essay. The self-scoring answer sheet for Form CC of the Official GED Practice Tests has an essay scoring guide. See order information on the back page of this Bulletin.

TEST TWO: SOCIAL STUDIES

The GED Social Studies Test contains multiple-choice questions drawn from the following content areas.

- * History
- * Economics
- * Political Science
- * Geography
- * Behavioral Sciences anthropology psychology sociology

(Note that there are different U.S. and Canadian versions of the GED Social Studies Test.)

Most of the questions in the Social Studies Test refer to information provided. The information may be a paragraph, or it may be a chart, table, graph, map, cartoon, or figure. In every case, to answer the questions in the Social Studies Test, you must understand, use, analyze, or evaluate the information provided.

Directions and Sample Questions for Social Studies

Directions: Choose the one best answer to each item.

Items 1 and 2 refer to the following information.

Five amendments to the U.S. Constitution directly affect voting qualifications.

The Fifteenth Amendment, ratified in 1870, prohibited states from using race or color as standards for determining the right to vote.

The Nineteenth Amendment, ratified in 1920, prohibited the states from using gender as a voting qualification.

The Twenty-Third Amendment, ratified in 1961, granted the residents of Washington, D.C., a voice in the selection of the President and Vice President.

The Twenty-Fourth Amendment, ratified in 1964, outlawed the state poll tax as a requirement for voting in national elections.

The Twenty-Sixth Amendment, ratified in 1971, prohibited states from denying the vote to anyone 18 years old or over.

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1. The overall effect of the five amendments was to extend the vote to
- (1) a larger portion of U.S. citizens
 - (2) a limited number of citizens
 - (3) tax-paying citizens
 - (4) citizens qualified by race and gender
 - (5) those citizens who must pay for the privilege

Correct Answer: 1 Difficulty Level: Easy

To answer question 1 correctly, you must read and understand all of the information provided regarding the five amendments to the U.S. Constitution. Then you must decide which of the options provided best states the overall effect of the amendments.

A careful reading of the amendments should indicate to you that, in each case, the effect of the amendment was to extend voting rights to more citizens. Option (2) is a correct statement (citizens under 18 are not able to vote), but Option (2) is not the best answer to the question. The best answer is Option (1) which describes the overall effect of the five amendments. The overall effect of these amendments was to provide voting rights to more citizens.

2. Which statement about the five amendments appears to be the best summary?
- (1) They affirm the right of women to vote.
 - (2) They limit the right of U.S. citizens to vote according to where they live.
 - (3) They prohibit the use of certain requirements as voting qualifications.
 - (4) They prohibit some citizens from voting.
 - (5) They permit certain qualifications to be used in voting.

Correct Answer: 3 Difficulty Level: Difficult

The key word in question 2 is summary. This is important to recognize, because several of the options present correct and accurate statements, but only one presents the best summary.

Remember that an effective summary statement must provide the main points made by the information. In this case, the summary statement must address all five of the amendments. Only option (3) does this by referring to the prohibition of "certain requirements as voting qualifications."

Item 3 refers to the following information.

3. Which statement is supported by information in the graph?
- (1) Most parents are employed.
 - (2) Most parents are satisfied with their child-care arrangements.
 - (3) A group center is the most common arrangement used by employed parents.
 - (4) Most employed parents arrange for child care either in their own home or in someone else's home.
 - (5) About a quarter of all employed parents use child-care facilities at their place of work.

Correct Answer: 4 Difficulty Level: Moderately difficult

About one out of every three or four questions in the Social Studies Test will

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refer to a map, figure, chart, or graph.

This question requires you to evaluate each of the statements to determine which one can be supported by information in the graph. To do this, you must first understand what information is being provided in the graph.

Finding the correct answer is then a matter of testing each of the statements against the graph to see if it can be supported. In questions like this one, it is most important that you select your answer only on the basis of the information provided, not on the basis of opinions or prior knowledge.

In this case, the statement in option (4) is supported by the fact that the sections of the graph that relate to the child's own home or another home add up to 70.8%, which accounts for most parents.

TEST THREE: SCIENCE

The GED Science Test contains multiple-choice questions drawn from the following content areas:

- * Biology
- * Earth Science
- * Physics
- * Chemistry

All questions in the Science Test require you to use information provided in the test question or learned through life experience. The information may be a paragraph, or it may be a chart, table, graph, map, or figure. In every case, to answer the questions in the Science Test, you must understand the information provided or use the information to solve a problem or make a judgment.

Directions and Sample Questions for Science

Choose the one best answer to each item.

Item 1 is based on the following figure.

1. A large fiberglass tank was placed in a pit as shown in the diagram above. Before pipes could be attached and the tank filled with gasoline, the workers were asked to move the tank to another location.

Which of the following suggestions would be the best way to raise the tank off the bottom of the pit so cables could be placed under the tank?

- (1) Fill the tank with gasoline.
- (2) Fill the tank with water.
- (3) Fill the pit with water.
- (4) Fill the pit with water and the tank with gasoline.
- (5) Fill both the pit and the tank with water.

Correct Answer: 3 Difficulty Level: Easy

Typical of most questions in the Science Test, this physics question presents a practical problem that must be solved. To answer the question correctly, you must be able to understand the key features of the figure and understand the physical reaction that will result from each of the proposed solutions.

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Option (3) is the best answer because the method it proposes is most likely to cause the tank to float off the bottom of the pit. By filling the pit with water and leaving the tank filled only with air, the tank becomes buoyant and is likely to rise off the bottom of the pit so that cables can be placed under the tank.

2. An electric current releases heat to the wire in which it is traveling.

Which of the following electric appliances would best illustrate an application of the above statement?

- (1) mixer
- (2) clock
- (3) vacuum
- (4) toaster
- (5) fan

Correct Answer: 4 Difficulty Level: Easy

Many of the questions in the Science Test, like this one, provide a scientific principle, followed by a question or problem regarding its application. Only one of the appliances named in the options—the toaster—uses heat produced by the electric current in the wire. In this sense, the toaster best illustrates an application of the principle. All of the appliances named in the other options contain wires which undoubtedly release heat, but the heat is a by-product and not central to the intended purpose of the appliance.

Item 3 refers to the following graph.

3. According to the graph above, which of the following colors of light is absorbed the least by a plant?

- (1) red
- (2) yellow
- (3) green
- (4) blue
- (5) violet

Correct Answer: 3 Difficulty Level: Difficult

To answer this biology question correctly, you must first read and correctly interpret the graph that is provided. First, note that the question calls for you to identify the color absorbed the least. Next, notice the labels that identify the vertical and horizontal axes of the graph. You must recognize that the label on the vertical axis, “Percentage of Light Absorbed,” is a measure of the quantity of light absorbed. Following the line graph to its lowest point, you can see that that point is closest to the label “green” on the horizontal axis.

TEST FOUR: INTERPRETING LITERATURE AND THE ARTS

The GED Interpreting Literature and the Arts Test contains multiple-choice questions drawn from three content areas:

- * Popular Literature
- * Classical Literature

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* Commentary

The questions measure your ability to understand and analyze what you read.

While most literature selections are drawn from American authors, English and Canadian authors are also represented, as are translations of important works from throughout the world. Popular and classical literature selections include fiction, prose nonfiction, poetry, and drama. Materials in the Commentary section include prose excerpts about literature and the arts.

Directions and Sample Questions for Interpreting Literature and the Arts

Direction: Choose the one best answer to each item.

Items 1 to 3 refer to the following excerpt from an essay.

WHAT WAS THE AMERICAN SMALL TOWN LIKE?

I'm glad I was born soon enough to have seen the American small town, if not at its height, at least in the early days of decline into its present forlorn status as a conduit for cars and people, all headed for some Big City over the horizon. The small town was not always a stultifying trap for bright young people to escape from; in the years before wartime travel ("How're you gonna keep'em down on the farm/After they've seen Paree?") and the scorn of the Menckens and Sinclair Lewises made the cities a magnet for farm boys and girls, the town of five to twenty thousand was a self sufficient little city-state of its own.

The main street of those Midwestern towns I remember from the thirties varied little from one place to another: there were always a number of brick Victorian buildings, labeled "Richard's Block" or "Denman Block," which housed, downstairs, the chief emporia of the town—the stores which made it a shire town for the surrounding farmlands. Each of these stores was run according to a very exact idea of the rules of its particular game. A hardware store, for instance, had to be densely hung inside with edged tools—scythes, sickles, saws—of all descriptions. It had to smell of oil, like metal, and often like the sacks of fertilizer stacked in the back room. It had to have unstained wood floors, sometimes sprinkled with sawdust, and high cabinets of small drawers containing bolts, screws, nails, and small plumbing accessories. It had to be owned and run by a middle-aged man in a blue apron, assisted by one up-and-coming young man and one part-time boy in his middle teens. It had to sell for cash on the barrelhead, and it did.

The drugstore was a horse of a different color (and order), but it was circumscribed by equally strict rules. Here you would ask the white-coated and (often rimless-spectacles) druggist for aspirin or Four-Way Cold Tablets or Bromo-Seltzer, or perhaps for paramedical advice, which he was glad to give....

These towns are by and large gone in 1974, their old stores shut up with dusty windows, or combined, two or three at a time, to make a superette, a W.T. Grant store, or a sub-and-pizza parlor. The business has moved to the big shopping center on the Interstate or on to the city over the horizon, and the depopulated old towns drift along toward oblivion, centers of nothing in the middle of nowhere.

From "Int'l Jet Set Hits Watkins Glen" by L.E. Sissman in *Selections From 119 Years of the Atlantic*. Copyright * 1974. Used by permission.

1. According to the essay, what is the major reason for the decline of the Ameri-

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can small town?

- (1) Cars made people more mobile.
- (2) Lack of variation from one town to another drove people away.
- (3) Big cities drew people away from the towns.
- (4) Their main streets were all the same.
- (5) Writers criticized small town life.

Correct Answer: 3 Difficulty Level: Easy

Many of the questions on the Interpreting Literature and the Arts Test are like this one: they require you show that you understand an important idea contained in the selection. The idea may or may not be directly stated in the selection.

The information needed to answer this question is contained mainly in the first paragraph of the selection, where the author comments briefly on what drew people away from the small towns. It is here in the first paragraph that the author refers to the way the cities lured people away from the small towns.

As stated in option (3), big cities drew people away from the towns for many reasons; the way small towns were referred to in writings of the time was only one of the reasons. Option (3) is the best answer because only this answer offers the major reason.

2. How does the author feel about the American small town?

- (1) angry
- (2) nostalgic
- (3) spiteful
- (4) embarrassed
- (5) relieved

Correct Answer: 2 Difficulty Level: Moderately difficult

The writer's attitude toward the subject, or the way he or she feels about it, is another area about which questions are asked in the Interpreting Literature and the Arts Test. Rarely does an author directly state his or her feelings about this subject. Instead, you must detect or infer those feelings from the way the author writes about the subject. Answering questions like this one requires an understanding of the total selection.

The writer's attitude comes through clearly throughout the selection. In stating that he was happy to have seen the small town "at its height," the author is making clear his positive attitude toward the subject. In addition, the use of the term "forlorn" in the first sentence suggests a sadness regarding something wonderful that has passed by. Only option (2), nostalgic, expresses this attitude towards the subject.

3. Given the descriptions of the small town stores, the author would most likely view modern shopping malls as places

- (1) catering to small town people
- (2) taking over the role of small farm stores
- (3) lacking the friendliness of small town stores
- (4) providing variety and sophistication to small town clients
- (5) carrying on the tradition of small town stores

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Correct Answer: 3 Difficulty Level: Difficult

Several questions in the Interpreting Literature and the Arts Test ask you to use your understanding of the reading selection to predict how the author or a character will act in a different situation. The detailed descriptions of small town stores provided in the second and third paragraphs of the selection emphasize their neighborliness and emphasis on personal service. Since the author views the decline of the small town as a source of regret, it is most likely that he would view modern shopping malls as places that lack the features that characterize small town stores. Option (3) expresses this idea best.

TEST FIVE: MATHEMATICS

The GED Mathematics Test measures the ability to solve—or find the best method to solve—mathematics problems typical of those studied in high school mathematics courses. Subject matter for the GED Mathematics Test questions is drawn from three areas:

- * Arithmetic
measurement numeration data analysis
- * Algebra
- * Geometry

Directions and Sample Questions for Mathematics

Choose the one best answer to each item.

1. If 10% of a town's population of 10,000 people moved away, how many people remained in the town?

- (1) 100
- (2) 900
- (3) 1000
- (4) 9000
- (5) 9900

Correct Answer: 4 Difficulty Level: Moderately Difficult

This is an example of a question involving computations with percentages. Like most of the questions in the Mathematics Test, solving the problem involves more than one step.

Here is one method you could use to solve this problem. First, you must compute 10% of 10,000. You can probably do this mentally; if not, you could divide 10,000 by 10 or multiply 10,000 by .10.

Now you know that 1000 people moved, but notice that the question asks for the number that remained in the town. So, you must subtract 1000 from the total population of 10,000 to find the correct answer of 9000 (option 4).

Item 2 is based on the following graph.

2. The figure above shows how the tax dollar was spent in a given year. According to the figure, what percent of the tax dollar was left after direct payment to individuals and national defense expenses?

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- (1) 3%
- (2) 11%
- (3) 33%
- (4) 67%
- (5) 114%

Correct Answer: 3 Difficulty Level: Easy

About one-third of the questions in the Mathematics Test will refer to charts, tables, or graphic materials like this one. This question requires, first, that you understand the information presented in the pie graph and recognize that the five categories of spending described in the graph equal 100%. Next, the phrase “was left” in the question should indicate to you that the problem requires subtraction. The sum of the 42% indicated as “Direct Benefit Payments to Individuals” and the 25% indicated as “National Defense,” is 67%. Subtracting 67% from 100% yields a result of 33%. Thus, option (3) is the correct answer.

3. A part-time job pays \$6.75 per hour. Which of the following expressions best represents an employee’s total earnings if the employee works 2 hours on Monday, 3 hours on Tuesday, 4 hours on Wednesday, 5 hours on Thursday, and 6 hours on Friday?

- (1) $2+3+4+5+6$
- (2) $10 + 6.75$
- (3) $10(6.75)$
- (4) $20 + 6.75$
- (5) $20(6.75)$

Correct Answer: 5 Difficulty Level: Easy

Some questions in the Mathematics Test, like this one, do not ask for a numerical solution to the problem. Instead, they ask you to select the best method for setting up the problem to arrive at a correct solution.

The first step here is to identify exactly what answer is required. In this case, it is the underlined phrase total earnings. Next, you must understand that total earnings will be the product (multiplication) of the hourly rate of \$6.75 times the number of hours worked.

Understanding how total earnings is computed will make clear to you that the solution to the problem must include the number 6.75 multiplied by some other number. The other number is the sum of $2 + 3 + 4 + 5 + 6$ (the number of hours worked), or 20. So, option (5) is the correct answer.

Options (1), (2), and (4) do not indicate multiplication as a function, while option (3) uses an incorrect number of hours as a multiplier of the hourly rate.

HOW ARE GED SCORES REPORTED?

Separate scores are reported for each of the five GED Tests. GED Test results are reported on a standard score scale ranging from 20 (lowest possible score) to 80 (highest possible score). Your score on the GED Tests is not the number of correct answers or the percent correct. The Writing Skills Test score is a statistical combination of the number of questions answered correctly on the multiple-choice section with the score

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on the essay section (see “How the Essay Section Is Scored” on page 6). The score for all other tests in the GED battery is based only on the number of multiple-choice questions answered correctly.

WHAT SCORE DO I NEED TO PASS?

Passing scores for the GED Tests are established by the states, provinces, and territories that administer the GED Testing Program. In general, if you answer 60 percent of the questions correctly on each test, you will earn a passing score. Your local GED Testing Center or adult education program can tell you what the minimum required standard scores are for your area. Most current requirements are set so that GED examinees must earn scores higher than those of about 30 percent of today’s high school graduates to earn a GED Diploma.

Though the score requirements vary from one jurisdiction to another, most requirements are stated in terms of a minimum score for each test and/or a minimum average score for all five tests. For example, a common passing standard score required in any state, province, or territory is 35 on any one test and an average of 45 on all five tests. If this were the score requirement in your area, you would need to achieve a standard score of at least 35 on each of the five tests and a total of at least 225 for all five tests to achieve an average of 45.

HOW SHOULD I INTERPRET MY SCORES?

Your GED Test score is an estimate of your knowledge and skills in the areas tested as compared to the knowledge and skills of recent high school graduates. As with any test, the scores are not intended to be a complete and perfect measure of all you know and can do. Rather, the GED Tests provide an estimate of your educational achievements, as compared to those of high school graduates. In fact, if you take a different form of the test covering the same content areas with slightly different questions, it is likely that your score will be slightly different.

If you take the GED Tests and do not achieve the minimum passing score required by your state, province, or territory, contact your local adult education center for assistance in interpreting your scores so that you can improve your performance in the future.

If you are taking the GED Tests for college or university admission, check with the institution you plan to attend to find out the minimum scores required for admission.

WHAT CAN I DO BEFORE TAKING THE TESTS?

Familiarize yourself with the content of the tests. You can do this in two ways. First, review the content descriptions and sample test questions in this Bulletin. The questions included here are typical of the type and difficulty of questions you will find in the actual GED Tests. Second, take the Official GED Practice Tests, either through your local adult education program or by yourself. When you take the Practice Tests, be sure to follow the time limits given in the directions. In this way, you will be able to get an accurate sense of what taking the actual GED Tests will be like, what the questions will look like, and how much time you’ll have to work on the questions. While working on the Official GED Practice Tests, try out some of the strategies suggested in this Bulletin.

* Spend time reading newspapers and news magazines. Many of the articles in

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these publications are similar to those used in the GED Tests.

- * Don't worry too much. A little test anxiety is normal and may be a good thing, because it makes you more alert and motivates you to do your best. To keep anxiety from getting out of hand:

- Become familiar with the content of the tests.

- Prepare for the tests as fully as you can. When you have done all you can, relax; if you have prepared well, you will do well.

- Remember that there are no "trick" questions on the tests so you don't have to worry about being "fooled" by the questions.

- Remember that you don't have to answer every question correctly to pass.

- * Come to the testing session physically and mentally alert. The GED Tests are designed to measure skills acquired over a long period of time. "Cramming" the night before will probably not help.

WHAT CAN I DO WHILE TAKING THE TESTS?

Try using some of the following strategies to help you do your best while you are taking the GED Tests.

Test-Taking Strategies

- * Answer every question. Scores are based only on the number of questions answered correctly; there is no penalty for guessing.

- * Read the test directions carefully for each section of the test.

- * Be sure you know what the question asks for before selecting an answer. Pay particular attention to any portions of the question that may be underlined or printed in capital letters.

- * Briefly scan the text or figure that accompanies the question; then read the questions and options to see what information you will need. Next, return to the text or figure for a more careful reading.

- * Draw figures or charts—or list key facts—on scratch paper.

- * Use your time wisely. Budget your time so that you are able to finish the test within the time permitted. Skip difficult questions and return to them near the end of the testing period.

- * Remember that you are looking for the one best answer. * For the Essay Section of the Writing Skills Test:

- Organize your essay as a direct answer to the topic assigned. Your essay should state your answer and then explain why you answered the way you did.

- Be sure your explanation supports your answer. For example, if you were writing on the topic on page 6 in this Bulletin and your essay included the statement that too much television is bad for children, you should provide reasons and examples that show how television harms children.

- Use details and examples that show the reader what, why, and how. The more convincing your essay is, the more effective it is. Whatever the specific subject of the essay question may be, think of your essay as an attempt to convince the reader of the correctness of your answer.

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* For the Mathematics Test:

— Look over the answer choices before beginning to figure out the answer. See how exact you need to be. For example, instead of an answer carried to three decimal places, the options may simply present whole numbers. This will save you time in arriving at a solution.

— Check your answer to see if it “makes sense” in the context of the problem. For example, if your computation indicates that a one-pound bag of carrots will cost \$25, you should recognize that you’ve made an error because the figure of \$25 for a bag of carrots does not make sense.

— Use the formulas page provided in the front of the Mathematics Test. You will need to determine which, if any, of the formulas to use to solve a problem, but you do not have to memorize the formulas.

— Use your personal experience to help solve the problems. The settings used for the problems in the Mathematics Test are usually realistic. For example, in a problem that requires you to compute weekly earnings, ask yourself, “how would I figure my weekly earnings?”

WHERE TO CALL FOR MORE INFORMATION

UNITED STATES

Alabama (800) 392-8086 or (205) 242-8182
Alaska (907) 465-4685
Arizona (800) 352-4558
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California (916) 657-3346
Colorado (303) 866-6613 [testing] (303) 894-0555 [classes-in Denver] (800) 367-5555 [classes-outside Denver]
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Oregon (503) 378-4325 or (503) 378-8585
Pennsylvania (717) 787-6747 [testing] (717) 787-5532 [classes]
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South Carolina (803) 734-8347 or (800) 922-1109
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Micronesia (691) 320-2647
Panama (507) 52-3107
Puerto Rico (809) 754-7660
Virgin Islands (809) 774-0100, ext. 3060-St. Thomas (809) 773-5488-St. Croix

Getting In Theater Television Movies

Overview

So, you want to be in motion pictures? Or television? Or theater? Or any visual arts medium?

This is the dream of many. It all looks so glamorous up on stage or screen. The money seems to be ample, the work plentiful as new stations and networks pop up every year.

The truth is that the performing arts is not only hard work, it's also hard to find. There's a lot of competition from people with the same dream you have. Much of it can be knowing the right person, securing the important contact, even being related to someone in the business. But much of the success achieved is by being in the right place at the right time. Some of that you don't have any control over; but other aspects of it you do and it is here where this booklet concentrates to point you in the right direction so that if you have the desire to work hard at the craft, you can work your way up into the level you dream of being on.

Acting is a tough profession. The finished product may look easy up on the screen, but that's the deceptive brilliance of the actor or actress. It takes an immense amount of work to play a role and have it look so natural, you think it's easy to bring off. There are hours and hours of rehearsals, take after take of scene shot, a lot of standing around and waiting; in short, anything but what most people think.

It's also not a question of hopping aboard an airplane and flying out to Hollywood, walking into a studio and checking the auditions list to see what parts you can try out for that day. Acting is an art and there's much to be learned and experience to be had — first!

Acting isn't the only way to make money in the performing arts. If you managed to become a contestant on a game show, you can earn a few dollars. If you can write, you might be interested in screenwriting. Good scripts are hard to come by and producers and actors are always on the lookout for well-written interesting scripts with mass appeal.

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Performing arts is a people business. It also has a great future. In the United States, 98% of households have a television set while nearly 100% have a radio. In a typical week, nine out of ten citizens are exposed to radio and television. The television is on for an average of 7 hours per day; the radio 2 hours per day! With this type of demand, there will always be a need for performers and new material which should be a source of inspiration for you.

This booklet will be a primer for some of the opportunities that exist in the performing arts business. Reading this information will give you a head start into making a dent in this career path. If you have the desire, you can make the effort. Wanting to do something bad enough means you're halfway to accomplishing your task. That's the great thing about America — dreams can come true if you're willing to work for them!

The Acting Bug

From the first time you went into a movie theater or watched a television show, you immediately identified with someone in the film or production. Perhaps you thought, "Yes! I can do that, too!" This idea may have left you soon thereafter or perhaps the concept has grown larger in your mind — to even visualizing yourself walking up on stage to collect that acting Oscar!

This active thought process has occurred courtesy of being bitten by the acting bug. It happens to most everyone at some time or the other. You look up at the big screen and think — I can do that!

Perhaps you can. There's only one way to know for sure and that's to try it. You may be in the middle of another career, though, and you should think twice about pursuing this dream. Is it a career you can come back to in case it takes too long to make it? Will you be able to find other work to sustain you while you are learning the trade and moving up the ladder of potential? Will you remain focused with your eye on the prize? Will you take direction well?

Acting is the job everything thinks they can do but discover only a few have the patience and the talent to see it through. Do you have this patience? The talent can be developed. But it is the willingness to take whatever parts come up for a while to eventually put yourself in the position of being in the right place at the right time.

If prepared to give acting the time and effort required, then you're ready to move on to the next step — theater! This is your best chance of building up some acting credits and learning the job. There are plenty of local, regional, community, dinner and summer stock theater to try to land a part or two. Often, if you are good enough, you will start to hear about parts available and shows that are opening and looking for people to try out.

Acting is primarily done by union workers. There are several organizations you can belong to that will place you in the union, abiding by their guidelines. The most prominent of these is Actors' Equity, a labor union of actors, singers and dancers of the professional theater. Most just call it Equity. It is affiliated with the Associated Actors and Artists of America which is a segment of the American Federation of Labor and the Congress of Industrial Organizations.

Equity has two primary objectives:

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1. To protect the interests of its members by establishing specific condition of employment that is outlined in a standard contract for each type of work to be performed; and

2. To promote the theater as a cultural and recreational institution.

Equity is based in New York City and has about 40,000 members. This is the theater-based organization. Their phone number is (212) 869-8530. The Associated Actors and Artists of America phone number is (212) 869-0358.

This is not the only trade organization. The Screen Actors Guild (SAG) was formed in 1935 for the film actors. This union can be contacted at (213) 465-4600. The other organization of significance is the American Federation of Television and Radio Artists (AFTRA), an outgrowth of the American Federation of Radio Artists. Founded in 1952, AFTRA can be reached by phone at (212) 532-0800.

Joining these organizations is not totally necessary, although it helps. And you can't join until you've secured your first acting job. Since you will go into your first production without being a member, having had no experience, if you read well and secure a part, the production will request a waiver from Equity to hire you. Equity will then be in touch to ask if you want to become a member.

It's designed to keep the competition limited to union members. Since you can still get a job without union membership, though, if you're good enough, it's not a must that you join. However, in the long run, it may be best. Equity members learn about new parts opening up very quickly and the productions know that the person who has Equity membership has experience. The production will also have to work within Equity's contractual guidelines as to salary, length of rehearsal, number of performances per week (usually no more than 8), working conditions and benefits.

Since most commercial theaters, most regional and dinner theaters and many summer stock theaters are union houses, membership will open up many doors to you vs. non-membership. Since your goal is to act and accumulate work, performances and credits, joining should be a part of your new career path.

Learning the Craft

There isn't a better way to learn how to act then to — well, act! The ideal starting places are in live theater.

Open up the Friday weekend entertainment section of your newspaper. Look at the number of shows running as live theater in your area. There may be two or three. Or, if you live in a populated area, there might be twelve to fifteen or more productions going on at any one time.

That's quite a lot of theater and potential parts you can play. Do you have a specific talent? Singing? Dancing? Or acting? The more versatile you are, the better your chances of consistent work.

Why theater? Why not just try out for a film role?

For one, film roles aren't advertised. There might be a chance to be an extra, a walk-on or play some small role in a film or television production, but there is a better chance of landing a bigger role and thus creating both an improved credit for yourself plus get some more useful work for furthering your career.

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Local theater operations are everywhere. Some pay little or nothing and you'll work to accumulate the experience. Many of the productions and rehearsals are at night, so you can keep (or find) a day job. You are learning your trade and, early on, money may not be plentiful in it.

There are other theater operations who do have a budget for their actors. Initially, you'll find those highly competitive (since there is money in it) and not having any experience will not assist you here. Some producers and directors like to know you've paid your dues so to speak.

The local newspaper will generally list any auditions that are being held in the Entertainment section of your newspaper. Usually it's Friday where the listing of auditions is marked. Read each carefully to see what type of actors are being sought. Often there will be a specific indication as to gender and age, and whether singing or dancing is required for the role.

You don't have to wait for the paper! Get a listing of all the theaters and go around to each of them, preferably in the early evening when things are happening. Usually, there is someone responsible there or a production may be going on. Ask about future tryouts and then stay and watch the show. You can learn a lot about acting from seeing how other actors perform. Watch the nuances and subtleties of their performances. As you understand your craft better, you will be able to appreciate more the quality of individual efforts.

The theater director will be able to tell you the approximate time of tryouts for the next production to be rehearsed. Once you know that, get a copy of the play. Read it cover to cover. Then read it again. Try and determine which part you have an affinity for and read only those sections. Then list your second or third favorite role. While most people will want to read for the lead parts, only a few get them. It's best to understand some of the backup roles, too, so you can move right into those and have a head start understanding the importance of that role in the overall production.

If it's your very first play, you might choose to read for one of the lesser parts. You'll have a better chance of getting that role and you can learn about the entire process of acting and theater just by being a part of a production.

This is not the place to be if you have any inhibitions about speaking in public. At any time. At any place. In front of a lot of people. You will have to forget who you are momentarily. Step outside yourself and let the role take over your movements and voice. Become the part! It's easier to forget about all the people that are out there — at least initially. Later, you'll learn how to play to the crowd — especially in a comedy. But for now, think only about the role and that it isn't you necessarily up on the stage emoting — it's the part you're playing!

Tryouts are generally a zoo! There are quite a few people reading for only a few parts. The director may know some of the people and already cast them or discarded them in his or her mind. You the director will not know, so this has its pluses. You will not initially be discarded from any role simply because you are an unknown quantity. You may be an excellent actor, so you'll have the chance to show yourself. Make it count! First impressions are everything in the acting profession when it comes to casting.

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If you're now familiar with the work, you won't be thrown by what the director tells you to do. Everyone may be reading the same part, but when the director reaches you, you receive a different assignment.

Part of this is to gauge your response. Are you flexible? Did you expect to read only for the lead? Would you settle for another part — if you're good enough? All of these thoughts are going through the director's head. They've all occurred to you already because you came prepared. You are not thrown by this change of tactics. You simply turn to the passage requested and take over the role you're reading.

Put some enthusiasm into it! Be the part for all it's worth! Even if it's just the servant role with only four lines in the whole play, act as if it's the plum part in the show. This kind of teamwork attitude is going to go a long way towards helping you secure other parts, perhaps in this same theater. You will get a reputation as a team-player and you may even receive calls to have you come to a theater to read since you would be beneficial to the overall production.

Don't look for an immediate reaction after reading the part. The director probably won't give you one. You will be thanked and asked to stay or thanked and asked to call back in the morning or two days from now when casting is set. Being asked to stay likely means the director was initially impressed and wants to hear you again. Study the book while you're waiting. Talk to others about their past credits. Start to make friends!

If you don't get a role first time out, don't worry about it. Rejection is part of the business and you'll need to dig in and work harder at it. Keep trying out! It may be that you weren't right for any of the parts in one play, but equally popular in the next one. Some times the director is seeking a specific look for a role and this may eliminate you no matter how well you read.

Don't try to read too much into a director's choices. Simply go on to the next try-out and keep practicing your lines in front of the mirror. Practice! Practice! Practice! This is how you'll improve your chances of being selected for a role.

We told you this was hard work!

Being chosen for a part is a high point, though. The first one is like a breakthrough, although you can't be complacent about tryouts. You have to approach each one as if it was your first audition and do everything you can to make a favorable impression, even if it isn't a first one.

Live theater is the ideal way to learn how to act. There's no room for lazy performances that you can reshoot like film or television. Here it is - first time only time and there's no better way to improve as an actor than through live theater. For some, it's the only way they make their living and they love it! Nigel Hawthorne, the British theater actor who was nominated for Best Actor 1994 for his performance of the title character in *The Madness of King George*. Hawthorne is near 70 but had never acted in anything but live theater until this film role. And this film was the adaptation of the stage play in which Hawthorne played the same part. A marvelous actor, he decided long ago to stay plying his craft on the stage rather than on screen.

You may decide that, too. You can make a living going from theater to theater after paying parts. It's a nomadic profession, but those that love it would not do change

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places with anyone. There's touring companies that play in a city for a night or two or perhaps a whole week, before packing it up and taking it on the road once again. These are the barnstormers, taking the show on the road for as long as it can still find an audience.

Still got the acting bug?

When you land your first role, never miss a rehearsal if you can and come to ones even when your part (especially if it's small) is not being rehearsed that night. Observe all the various components of the theater. Watch the set being built. If you're handy with your hands, you might be able to get some additional work as a set builder.

There are plenty of other tasks going on. Lighting, sound, props, costumes, makeup, these are all an essential part of the production. You may find an affinity for some of these other tasks which may bring you some paying work even faster than acting. There are jobs for technicians in the theater. The more you know, the better informed you'll be should you choose to explore areas other than acting in your theater career.

The stage manager is the director's assistant and is generally responsible for all of the backstage activities from cueing the lights and sound effects to warning actors and actresses to get to their assigned positions. It's a full-time job on the set and one which requires an understanding of all the essential elements of a production. It may be something you'd like if you find acting isn't your thing.

Opening nights are exciting for all as the hours of rehearsals are over and it's time to entertain! All of your practice has meant to prepare you for your time on stage and when the curtain goes up, all of the work will seem worth it. When you see and hear the audience response to the work being performed, it will be well worth the time you spent nurturing your role.

Congratulations! You've finished your first production, maybe even earned a few dollars and joined Equity while doing it. It's time to march on to the next rehearsal. You may have even heard some of the other actors talking about a new play and when tryouts were happening. It's a close knit group of people who tend to keep each other informed about upcoming opportunities. Once you're in this little circle, there's a chance of staying up on the best paying and prominent productions going on in your area — or elsewhere.

Do you need an agent?

Like joining Actor's Equity, not necessarily. It helps, but for initial work, not necessary. For theater, it may not be necessary to work at a local and regional level. After you've built up a lot of credits, you'll have something of interest to offer an agent. The agent can then have a better idea of where to place you and where to look for places!

An agent can be a lot of assistance in getting you auditions you wouldn't have heard of otherwise. There is an ear to the ground aptitude that the best agents have and they will try to get you the best possible job that you never would have been able to obtain yourself. Their incentive is that they will get a small percentage of your fee.

If you're looking for an agent, put together an acting resume. List your essential background credits — where you've acted (or stage managed or did lights, etc.), your

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union affiliation(s), your personal information such as age, height, weight, etc. List any special abilities you might have such as dancing, singing, writing, languages, etc.

Get a series of photographs done and attach the best of those to your resume. Check with your local union office who maintains a list of recommended agents for you to contact. An agent can't hurt and might even help.

What the agent can't do is act for you. You have to create the opportunities, too, by turning in your best effort night after night in even the smallest of roles. You're not likely to start at the top in film or television, either, even though you may be an accomplished theater performer. That's O.K.! This profession is a one step, building block process that will eventually trace you a path to the top. Patience!

In addition to the local theater listings, you can contact a number of theater organizations around the country who assist hundreds of theater operations everywhere. Most of these associations have their own publications, conventions and written information which can lead you to other theater groups in your area. The listing of these groups follows:

National and International Groups

American Community Theater Association (ACTA) 815 17th Street, N.W. Washington, D.C. 20006

American National Theater and Academy (ANTA) 245 West 52nd Street New York, N.Y. 10019

American Theater Association (ATA) 815 7th Street, N.W. Washington, D.C. 20006

Children's Theater Association c/o American Theater Association 815 7th Street, N.W. Washington, D.C. 20006

International Theater Institute (ITI) 245 West 52nd Street New York, N.Y. 10019

International Thespian Society 1610 Marlowe Avenue Cincinnati, Ohio 45224

National Association of Dramatic and Speech Arts Fort Valley State College Georgia, 31030

National Association of Schools of Theater c/o ATA 815 17th Street, N.W. Washington, D.C. 20006

National Theater Arts Conference Attn: Executive Director 3333 Chippewa Street Columbus, OH. 43204

National Theater Conference (publications only) Attn: Secretary, Library for the Performing Arts Lincoln Center New York, N.Y. 10023

Society of Stage Directors and Choreographers 1619 Broadway New York, N.Y. 10019

Regional and State Groups

American Community Theater Regional Offices c/o ATA 815 17th Street, N.W. Washington, D.C. 20006

Arkansas Community Theater Association Meyer Building Hot Springs, Arkansas 71901

Carolina Dramatic Association Graham Memorial University of North Carolina Chapel Hill, N.C. 27514 Central States Speech Association Secretary, Department of

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Speech University of Michigan Ann Arbor, MI. 48104

Community Theater Association of Michigan C/o Sydell Teachout, Secretary, #3
Portland, MI. 48867

Delaware Dramatic Association 3334 Centerville Road Wilmington, DE. 19807

Eastern States Theater Association Attn: Secretary 5 Hazelwood Drive Jericho, New
York 11753

Florida Theater Conference 35 Flynn Drive Pensacola, FL. 32507

Georgia Theater Conference Attn: Secretary P.O. Box 552 Albany, GA. 31702

Illinois Community Theater Assoc. 1103 Hillcrest Avenue Highland Park, IL. 60035

Indiana Theater League Attn: President 1935 Fairhaven Drive Indianapolis, IN.
46229

Iowa Community Theater Association 1434 Idaho Street Des Moines, Iowa 50300

Kansas Community Theater Conference Attn: Secretary 1016 1/2 Baker Great Bend,
Kansas 67530

Kentucky Theater Association Western Kentucky University Bowling Green, KY.
42101

Midwest Theater Conference c/o Drama Advisory Council 320 Westbrook Hall
University of Minnesota Minneapolis, MN. 55455

Mississippi Theater Association Attn: President 833 S. Main Street Greenville, Mis-
sissippi, 38701

New England Theater Conference Attn: Executive Secretary 50 Exchange Street
Waltham, MA. 02154

New Jersey Theater League, Inc. Attn: Secretary 54 Westro Road West Orange,
N.J. 07052

New York State Community Theater Association Attn: Secretary 42 Garfield Street
Glens Falls, New York 12801

New York State Speech Association Attn: President Administration Building, State
University of New York Oneonta, New York 13820

North Carolina Theatre Conference 310 Irving Place Greensboro, N.C. 27408

Northwest Drama Conference University of Oregon Eugene, Oregon 97403 Ohio
Community Theatre Association Attn: Secretary 6672 Mallard Court Orient, Ohio 43145

Oklahoma Community Theater Association Attn: Secretary 1622 7th Avenue, S.W.
Ardmore, Oklahoma 73401

Rocky Mountain Theater Conference Attn: President Colorado State College Fort
Collins, CO. 80521

South Carolina Theater Association Greenwood Little Theater Greenwood, South
Carolina 29646

South Dakota Theater Association Community Playhouse West 33rd Street Sioux
Falls, S.D. 57105

Southeastern Theater Conference Executive Secretary Department of Drama
Furman University Greenville, S.C. 29613

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Southern Speech Association Executive Secretary Wake Forest University Winston-Salem, N.C. 27109

Southwest Theater Conference Attn: Secretary 106 Fairfield Oaks Shreveport, LA. 71104

Speech Association of Eastern States Executive Secretary, Department of Speech St. John's University Jamaica, New York 11432

Tennessee Theatre Association Attn: President T-101 McClung Tower Knoxville, TN. 37916

Theater Association of Pennsylvania Attn: Secretary P.O. Box M Pleasant Gap, Pennsylvania 16823

Western Speech Association Attn: Executive Secretary, Department of Speech Washington State University Pullman, Washington 99163

Wisconsin Community Theater Association Attn: Secretary 314 W. Sugar Lane Milwaukee, WI. 53217

Television Game Shows

Interested in other fields in show business other than acting? One way to appear on television and possibly win some cash or merchandise is by being a contestant on a game show. Even if you've never really watched them, you've certainly heard of them. Jeopardy is rolling along in its second television life. Wheel of Fortune has become part of the cultural landscape. Others like The Price Is Right and Hollywood Squares have been around for what seems like the beginning of television.

If you've watched the shows, then you know how to send for contestant application requirements. There's an address to write to and you'll receive an application back that you'll need to complete. You can't be related or even know people on the show or the show's sponsors. You can't have already been a participant on the show and you must tell about other shows (and your results) where you have already been a contestant. And, if you get by those requirements, and aren't running for any federal political office at the time of your entry (and the time during which the show would be taped and then run), you'll be eligible.

There are also specific contestant searches across the country that could stop in your area. If you hear about this trip to your city or region, call and see if you can get a contestant interview. Sound as excited as they want you to be on the show! Your fervor and enthusiasm will be felt by the people on the other end of the phone. Getting on these shows is more a matter of excitement than anything else. The producers want enthusiastic people who act like they wouldn't want to be anywhere else on earth at the time they're on the show.

That's your job! You just can't get away from some acting in this business! But your vivacity may well open the doors to you. If you can't talk to anyone in person, when you write in to request a contestant form, put your eagerness down on paper so they'll share your excitement with you.

If the show likes your entry form (and exhilaration), you'll be sent some questionnaire-type forms to complete. You've made it through step one but step two is just as important. Here, the show is looking to substantiate your delight for the game, but also

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to be sure you understand the game and all its rules and regulations. They can't put you on if you don't know the first thing about how the game is played. Watch these games so you understand not only the basic rules but the best players' strategies.

Finally, no game show likes a bad loser. There will be winners and losers and no matter how much you want to win the game, you must clearly be able to demonstrate good sportsmanship if you come up short in your quest.

If you're selected, you will be advised as to the taping day(s) involved, given instructions on what to do and whether you will make appropriate reservations or be told, more likely, the show will make them for you. Legal contracts must be signed before you appear. You will probably participate in rehearsals so you can get the feel of the studio, the game, the other players.

You'll see where the cameras are, how the equipment (if appropriate) works, and details like these. Relax during the rehearsals. If your mind goes blank, get your wits about you as quickly as you can. If your performance (read: appearance) is weak, you can still be dropped from the actual taping.

If you win, the game show will file with the Internal Revenue Service, an inventory of your cash and merchandise winnings. You will have to pay taxes on all of it, so be sure you keep track of it also and tell your CPA about it.

The only magic to being on a game show is to show a dedicated fervor to the show you're applying to and understand how it's played. You can't make a career out of this, but some contestants do quite well, picking up some astonishing amounts of cash and merchandise.

Screenwriting

Listen to nearly anyone near a big studio production center and they will universally lament the lack of good scripts to work with in planning new productions. Scripts are plentiful to come by but very few of them are of a high quality. Somewhere, somehow, the script loses its momentum, story line, a character or two or turns into a clinched mess.

That's not to say good screenwriters don't exist! Not true! There are some excellent ones laboring away, but the demand is high! There are two new television stations from Warner Brothers and Paramount that have just opened up to compete with CBS, ABC, NBC and FOX and that means more shows and the need for more scripts.

Think of all the shows you watch and how some of them are good from week to week consistently and others are hit and miss — with great potential but not enough script ideas to carry them more than a season or two. Have you ever thought “I can write better than that?”

Maybe you can. If you are not necessarily into acting or game shows, you can certainly try your hand at screenwriting if you enjoy the practice of writing and you have some genuinely sound script ideas.

With television, it's more a question of understanding the show's repeating characters and how they interact. You'll need to successfully intertwine a couple of story ideas in and amongst those relationships that already exist. They aren't your original characters, you're borrowing them!

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Performing Arts

It's what you do with them that count now. Write about a show you like and that you know. As a writer, certainly ideas have occurred to you as you're watching each episode. This is the time to put them down on paper and see if you can make a coherent story out of it.

What you need to write first is a treatment of the script. A treatment is a narrative description of the story line and could run anywhere from 10 to 25 pages in length. It details all of the action without dialogue and generally lets a producer (or, more likely, an agent) understand the plot without having to spend an entire evening reading the script. In a way, it's less demanding than the dialogue since you must concentrate on all of the action and interrelated events. Be sure the story has a beginning, middle and end that go together and make sense. Coherence is what the agent or producer wants to see.

Once you've written the treatment, it's probably time to look for an agent if you don't have one already. The big studios would much rather work through an agent than deal directly with the writer. There have been a few very public lawsuits about writers who claim the studios filmed their scripts without their permission; indeed, turned down their script and filmed a similar version of it. Some of these lawsuits have ruled in the writer's favor; others have dismissed the lawsuit as bogus.

Either way, studios would rather work with an agent/writer since there is an extra party involved in the transaction who can attest to the script's authenticity and the studio's decisions about it. An agent can usually get you in the front door — if you're careful about your agent selection.

Some agents charge fees and others don't — to read your treatments/scripts. You find this out by ending a query letter, much as you would do to a magazine when you have a work you think they may be interested in publishing. Like a query letter to a magazine, or a letter asking for a game show contestant entry form, your mission with the agent query is to make it look so good it practically places itself on the top of the pile. The letter must have excitement oozing out of the envelope with your story idea; so good the agent can't resist scheduling an interview with you.

It should be a one page letter detailing your credentials as both a writer and (perhaps) an authority on the subject matter of your script, if appropriate. You should also be able to sum up your script idea in one paragraph — two, at the most. If you can't, you need to rethink it. Producers understand concepts in terms of two or three sentences. If you can't easily sum it up, the script is probably lousy or too complex to film.

You don't have to give away a surprise ending (if your script has one) in the query letter, but the summary of the story should leave the agent wanting to know more if you're not going to reveal the entire bag of tricks. Your identification with the show and its characters are also important, so tell the agent in the letter why you picked this show to write about.

Of course, you don't have to write about an existing show. You can script for a television pilot or a new film. That's up to you! There are a lot of opportunities for dedicated writers.

Include a self-addressed, stamped envelope with the query to allow agents to

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respond to you. They may, anyway, but inclusion of the SASE shows that you are both a professional and one familiar with the particulars of the query process.

How To Reorganize For Happiness After A Divorce

The big thing about going through the experience of a divorce is that it leaves you completely worn out and drained of desire to go on with your life. Typically, divorces shatter the hopes and dreams - the ambitions - of both parties involved. Most of the time, the one who's been victimized feels that he or she has no more purpose or inspiration for achievement. He or she feels that whatever they do, it won't matter to the person they most wanted to do for, so what does it matter what they do with themselves.

This is the wrong kind of thinking! You musn't let yourself think along these lines! Divorce is terribly hard and an emotional blow that's difficult to recover from, but it should not be "taken" as the end of everything. You have to accept it as the end of one period or chapter of your life; look at it as an opportunity for a new beginning, and build a better you from there.

Above all else, don't panic. If you panic, you can't think, and in order to make any progress in life, you've got to think. Don't get dramatic and over dramatize your woes either in your imagination or in words - spoken or written. If your immediate situation seems overwhelming and you're unable to see how you'll ever make it through the next week, don't start crying and feeling sorry for yourself - it will only bog you down with the inability to think clearly.

Don't allow yourself to engage in postmortems and/or nurse regrets. It's important that you forget about the past - let it rest - there's nothing you can do to change it - accept your situation as it is, and build your life to what you want it to be from this moment onward.

One of the most important things for you to do is to list on paper exactly, your present situation and then, one at a time, list your options and possible solutions to each problem. Don't worry about finding a solution for everything all at once; just try to see clearly what your next step ought to be.

Always ask yourself what the right course is - remembering that if what you do isn't right, then it's wrong; and no wrong action ever works out right.

It's imperative that you understand the emotional injury of your situation, but at the same time, it's also imperative that you not stand still. In other words, you must quickly - without delay - regain control of your life and get on with the attainment of all your ambitions.

You do this by expunging the past, taking stock of your present situation, and making plans for the rest of your life - by deciding what you want out of life and how you intend to get what you want. Do it on paper and set realistic goals for yourself, as well as dates for attainment. Happiness in life is a feeling of inner satisfaction you feel when you enjoy whatever you do - your work, your leisure time activities, the people you associate with, and acceptance by the people you most to impress...

It doesn't come from harboring grudges - from attempting to be something you're not - from expecting the world and/or the people around you to cater to your problems

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or desires - or from your position or status in life...

Indeed, happiness comes from your association and inner-action with other people. Thus, following a divorce, you must immediately begin mingling with other people and not only be empathetic relative to ways in which you can help them, but also interested in them as people. The more you reach out to help others, the more help you'll receive in return; and at the bottom line, the greater your own personal happiness.

So, in order to attain happiness after a painful divorce - you must "close the book" on everything in the past; take stock of your present situation; lay out a "game plan" for what kind of life you want; start moving in a positive direction to achieve your ambitions; and even if you have to force yourself, make new friends and enjoy yourself.

Don't go around sizing up or evaluating every man or woman you meet as a possible candidate for your next marriage - get on with your life - do what you have to do to attain your ambitions - intermingle with people and be a real friend - give yourself and other people a chance - and when the time is right, love will find you again.

You musn't go looking for happiness or love for as surely as you do; you'll never find it. You must be satisfied with yourself as a person - whatever it is you're doing, you're doing your best; attempting to always improve yourself; and you're moving in a positive direction towards the fulfillment of the kind of person you want to be - and, you enjoy mingling with people; talking with them; helping them; and doing things with them.

Remember, to attain success in life you have to know what it is you want and how to get there. Once you're on a positive road towards the attainment of success, you'll find that it will come easily and quickly. With a positive direction in life, you'll feel better about yourself and associating with other people as a friend will come about automatically. You'll no longer think about the world or other people as threatening - in fact, you'll enjoy being alive and the dawning of each new day - and that's when you will really be happy.

Again, it's a matter of getting on with your life - of forgetting about the past and moving positively towards the things that you want in life. Give in to the hurt you feel and you'll surely waste away - Consider this a new start in life and it can all be yours - whatever you do, the choice is yours.

Garage Sale — How You Can Make It A Success

Like to exchange that gold mine of junk in your basement for a fistful of dollars? You can, by holding a garage sale.

You don't necessarily need a garage to hold a garage sale, but you do need to know the secrets of success. Some careful planning will assure you of a successful sale.

First, consider your location. If you're too far off the beaten track, you might like to ask a friend if you can hold the sale in their yard.

Next, check the bylaws in your area to find out if you might need a permit to hold a garage sale. You may be required to pay a fee, or to collect sales tax. Also, find out if you can put up signs in the neighborhood to advertise your sale.

Choosing the date and hours for your sale should be easy. Naturally, a weekend day would be the best and the morning (not too early, though) and afternoon the best

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hours.

Make use of free advertising bulletin boards in your community to publicize your sale. You can also advertise in your local newspaper.

Now, what to sell. You may be surprised that what you have no use for and in fact think is junk, someone else is thrilled with. The following list will give you some ideas of what you can sell:

appliances - large and small books - paperback and hard cover costume jewelry sports equipment plants linens / bedding children's toys flatware - silver and stainless steel baby equipment phonograph records / tapes shoes / boots patio equipment garden tools kitchen utensils / gadgets china / bric-a-brac clothing, especially children's pictures / frames

Now that you've decided when your sale will be held and just what you're going to sell, the following tips will help make your day a success:

Put a price tag on every item. Mark your prices clearly. This makes it easier for a customer to browse. Masking tape is excellent for price tags.

Make sure your merchandise is very clean. Goods that are polished and in good condition will sell faster than old dusty items.

Be ready to deal with customers promptly at opening time. Have everything ready and be wearing a smile.

Be prepared to give your customers change by having coins and small bills on hand.

Save your bags for a few weeks before your sale, so you can offer your customers some wrapping for their purchases.

Be prepared to haggle with customers.

After your sale, if you should have any leftovers, perhaps you would like to donate them to a local charity. Or you can always save the leftovers for your next sale.

Garage sales are a lot of fun. Plan yours properly and you'll be assured of a good time and a successful sale.

How To Operate A Successful Garage Sale

First, set a date and time when you can devote your full time to this sale, for gathering up various articles as well as being able to attend the sale full time.

Second, plan just what you're going to put in this sale, if you are going to have the sale alone, or with two to five more families.

Third, have plenty of change on hand - both silver and paper money.

Now, get down to business. A sale is work - a lot of hard work, but the returns more than justify the effort. Whether it's advertised as Patio, Carport, Yard, Porch, or Garage-a-Rama, people will come and buy. Clean out your closets and ANYTHING that is useless to you or you don't want - put it in the sale. Don't throw anything away. People will buy just about anything. You'd be surprised. What is one person's trash is another's GOLDMINE!

Of course you need to advertise. Be specific, concise and honest. State place,

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date, hours. If you have large amount of clothing, specify some of the sizes, particularly if you have quite a few in a few sizes. Antiques. They go over big regardless of state of repair or condition. Give good descriptive details to save disappointments.

Capitalize on the season. Feature luggage at going-away to school or vacation time. Toys near Christmas. Include fads. Today, bottles of all kinds are in demand. Big bottles, little bottles, Jim Beam, Avon, Kara Brooks, Wheaton/Nuline, old medicine, Mrs. Butterworth, miniature - all kinds, old fruit jars, and insulators.

Here are some additional items that we find to be in big demand: baseball cards, lawnmowers, camping articles, guns, tools, coins, old books. Children like comic books, old and new. Women like aprons, old-fashioned bonnets, clothing for themselves as well as their children, salt and pepper shakers, needlework, jewelry and dishes.

Doll clothing and accessories are always in demand and especially for Barbie and Ken or teen dolls. Toys go over big at any time. Dolls and stuffed toys. Make a hit with the kiddies and they, in turn, will finally persuade their mothers to buy something. Children are very persuasive!

Have a large quantity of items to sell, a big variety. And don't be afraid to drag out those outgrown items, old dishes, two-of-a-kind items you don't really need and generally "clean house". You'll find the money in your pocket is better than all the clutter in the house.

Homemade items are very popular. If someone in your household sews, then sew up aprons, doll clothes, dolls, stuffed toys from scraps of material lying around. You'll make use of those scraps taking up space and make money too! Fresh produce such as tomatoes, green beans, corn, fruits, etc. will also sell, if you should have a garden overflowing.

String up a clothesline to display any clothing you may have. Remember, clothing for all ages, men or women, is always in great demand. Children's clothing goes over best and especially about the time for school to start in the fall.

Set up card tables or ping-pong tables to display small merchandise. Place tables in a manner that will leave room for shoppers to browse without feeling crowded. Display your wares attractively. Be sure they are clean, usable, and priced temptingly.

People are looking for bargains. Don't disappoint them. Remember that what you sell is something you don't want anyway, so whatever you get is gravy.

Take advantage of the space under the tables, if you need more display room. You will be amazed how buyers spot the smallest item under the table. Colorful table covers draw a lot of attention to your items.

You will save yourself a lot of time answering questions if you show a price on all merchandise. Use a heavy black felt marking pen for lettering. If more families go in with you, identify your price tags with a code such as G 75 cents or M 25 cents. The letters designate, perhaps, the first letter of the last name of the family who contributed items to sell. Keep all the tags and at the end of the sale, divide the tags according to code and total the sales. You may not come out right to the penny on sales and change you had on hand as anyone can make errors in making change for a customer.

Be sure you have electrical outlets nearby to plug in toasters, blenders, electric

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skillets, irons, hair dryers, electric razors, etc., to show people that your articles do work. If you have to use an extension cord, make sure it is in excellent condition and preferably a heavy duty one.

If you have any fragile, rare or expensive items such as crystal, cut glass or jewelry, be sure it is displayed on a sturdy table and up high out of reach of kiddies. They are curious and you might be too busy to watch them.

Drinking glasses, dishes, cups will sell faster if you price them in sets of 6 for \$1.00 instead of 15 cents each. Paperback books, magazines, records and items that have titles will sell more readily if they are marked separately. If they want them collectively, they'll ask you. Then bundle them all up and sell them. Sell everything!

Advertising. Run an ad in your daily newspaper. If you run your ad one day only, have it in the Thursday paper. You might like to run the ad two days to appear in both the Thursday and Friday editions. If your sale runs through Saturday, your sale is about over before the paper hits the street on Saturday. Therefore, 2-day advertising is usually adequate unless your sale is continued late Saturday night and through Sunday.

However, whatever you decide to advertise - **BE READY!** Be ready to meet any customer as soon as the paper hits the street, because some will come before the sale and before you even get ready to start the next day! In addition to placing an ad in the paper, place signs at points where people will see them. Some laundromats have bulletin boards on which you can place notices. Advertise all you can. Work word-of-mouth all you can. If employed, place signs on your company's bulletin boards.

Best days for your Garage Sale are Thursday, Friday, and Saturday. Sundays are usually a waste of time unless you're staying at home all day doing nothing anyway.

At the end of your sale you will have met a lot of nice, friendly people. If you want to continue your selling of any items you might have made, you can let people know then and have future sales all lined up. A circular made up and passed out to each customer would help to obtain any future sales also. You will profit both from the present sale and any future sales also. In short, you should have received much money, future profits, some new acquaintances and a weary but happy body!

HAPPY SELLING AND GOOD LUCK!

Tweaking Every Last Penny Out Of Your Garage Sale

Garage sales are like any other form of business. To get the most money out of your garage sale, you have to know what you are doing. You have to be acquainted with the market, advertise for business, offer competitive prices and quality merchandise.

The first thing to do in most cases, is visit or check with your local municipal government about the laws surrounding garage sales. You may be required to purchase a license to legally hold your sale. You may have to hold your sale on certain days, or on a certain part of your property, perhaps the backyard instead of the front yard or driveway where safety problems and other nuisances to your neighbors can occur. You may have to follow certain advertising guidelines. In any case, it's better to know beforehand than have an inspector slap you with a \$500 fine for some innocent-looking infraction of local bylaws.

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With legalities out of the way, take the previous Saturday and attend some garage sales in your neighborhood if you haven't already, to see what sort of prices are asked for which items. Try to go to there early in the morning and also later in the day to find out what's gone and what's not selling. What went first was probably underpriced and what's left is either overpriced or not worth anything to most people.

Once you have a general idea of what kinds of prices you can charge, figure out what you want to sell. Remember that if you have any doubts about whether or not you'll want to keep the item, don't sell it. You'll regret it later more often than not. If you really need the money, keep the price reasonable. Don't make people pay extra for the emotional loss you'll be suffering or you just won't sell it.

The Sunday before the sale is the best time to get most of your garage sale items in order. Pack them in boxes or keep them in a special corner. If you start on Sunday, you'll have six days to stumble upon items you'll want to sell that you hadn't thought of and wouldn't have thought of if you had waited until the last minute. It shouldn't take more than half an hour to get everything that comes quickly in mind in place for your sale, and it wouldn't seem like any time at all to get the items you find during the week since you'll put them away as a matter of course during the week.

Advertise on a Friday and Saturday only. You won't get more customers by advertising through the week, and you'll probably be urged to spend that extra money. Don't. You're in this to make money, not spend it.

On Friday, your heavy work begins. The first thing to do is make up signs. Write them like your newspaper ad, including date, starting and finishing time, whether you'll be holding it on Sunday too, a few of the more interesting items, and your address. With your ad, never start the ad with "Garage Sale." If it's going to be under the Garage Sale heading, people know it's already a garage sale.

When you make your signs, you should put GARAGE SALE on it in big letters, at least three inches high and in the heaviest felt pen you can find. Write them on white paper or cardboard, preferably 8-1/2"x14" and leave a couple of inches blank at the bottom. Have the address in letters thick enough to be easily read by a passing car.

Place these signs on lampposts on nearby corners, at laundromat bulletin boards, and at every corner where someone might turn to get to your home. When you put the sign up, use the felt marker to mark a huge arrow indicating the direction of your home. Many garage sale enthusiasts will give up if they can't find your home on the first try. Be sure to take the signs down as soon as the sale is over, as police have discovered they make interesting suggestions for burglars.

Once the signs are out, set to pricing all your goods. It will be a lot easier to do half or more for your pricing on Friday night. Masking tape is about the best for this since it sticks to anything and comes off easily and takes felt pen ink quite well. Round off your prices to 5 cent intervals up to a quarter, to 25 up to \$2 and 50 up to five dollars. Don't use prices like \$3.95. They are effective strategies for retailers, but they'll make you look like too much of a pro and make people think you don't have any real bargains. When in doubt, set the price low. Remember: YOUR GOAL IS TO GET RID OF THE UNWANTED, not to make a profit! The better your prices, the more you'll sell.

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One quick note: In most cases, it is illegal to resell underwear or bathing suits or any clothing worn directly against the skin on the lower body. It is not wise to sell any baked goods, sandwiches or even coffee and soft drinks unless they come sealed. You will leave yourself wide open for a lawsuit if someone gets sick even if it's not your fault, and in many cases it's usually against health codes to do anything but give refreshments away on your property.

Finally, make one big sign, at least an hour and a half before the scheduled start of the sale. If you don't, you'll leave yourself little time to wake up and set your merchandise before customers arrive, and expect a steady flow starting half an hour or so before the scheduled start.

Don't worry if you're still loading stuff onto your yard or driveway as people arrive. That's good for business, because the serious people will wait until every item is on display, giving them a lot more time to find things they would otherwise have overlooked. If you've got neighbors adding their goods to your sale, have them make a complete list of items and prices marked on them rather than having them listed as they sell.

That means any losses will be their responsibility, not yours, and chances are good a few items could be shoplifted. Keep the list near your change box, which should have a roll each of quarters, dimes and nickels, twenty one dollar bills and a few fives and tens. If you get stuck without change, you'll wind up giving the customer an unnecessary discount and that costs you money.

Try to have an extra pair of hands around until noon, when traffic will slow considerably for the rest of the day. Have your children keep their eyes open for shoplifters, and unless the item stolen is a valuable one, it may not be worth your while to stop the thief or press charges.

Have a good selection of electrical outlets, make sure they're grounded, for testing appliances and any other electrically powered items. Heavy duty extensions for lawnmowers or block heaters should be sufficient.

If by noon things have not gone as well as you've hoped, think seriously about dropping your prices. Mark everything unsold down by 25% and if that doesn't help, reduce the price to half your original asking price by 3:00. If you're not prepared to do this, you're having your garage sale for the wrong reason. The object is to convert junk to cash, and if you're reluctant to price things competitively, it's not junk and will not sell.

You will be asked to drop your price almost on every item. A good rule of thumb is not to split the difference, but to keep in mind what the person asked and hold firm for at least the first couple of hours. If a \$50 piece of furniture is fetching several offers of \$20, you should probably be asking \$30 for it.

You'll get a feel for these things as the day progresses, but don't bring your prices down too soon. It's easy to get the feeling that the person you're talking to is the only one you'll meet all day who is interested in the particular item, and it's not usually true.

If you have furniture for sale, don't be afraid to let the buyer leave the piece with you until later. You won't be going anywhere, and as long as there's a SOLD sign on it, it does nothing but add to the impression that you have a lot of goods. Variety is a strong attraction, especially with neighbors who just happen to be passing by.

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Don't be too picky about keeping ledgers on everything you sell. It will help to have a receipt book in case you get asked for a written receipt, but you are selling at a loss on almost every item compared to what you paid for it, and it won't count as income at the end of the year so there's no sense cluttering your files.

Once you decide to shut your sale down, and you may do it before your advertised hour, if you're really running short of goods, divide all remaining goods into three categories: goods to be donated to charitable groups, goods to be resold at next year's garage sale or a neighbor's garage sale later in the season, and goods you should have sold in the first place. Keep the first group in boxes by the front door so you'll remember what to do with them and the second group in labelled cartons for easy access. If you used masking tapes on these items, be sure to remove it right away. The gum on this tape tends to stick much harder than regular tape, and removing it later might be a real problem. It's good to remove price stickers of any kind in all cases for that reason.

If you've been reselling items you bought cheap at other garage sales and making a profit from them, you are technically required to charge sales tax and pay income tax on profits. If you hold garage sales on several consecutive weekends, chances are good you'll receive a visit or letter from the tax people asking about your activity.

Many couples hold weekly garage sales as a source of extra income, though it usually does not pay off your effort since the best items always goes first and you either have to keep buying new items to sell or reducing prices regularly to move your stock. As a general rule, you'll sell more of your less popular items faster at a flea market where buyers expect slightly higher prices.

Grandma's Remedies And Grandpa's Formulas

"Free" Gasoline Anti-Knock! A little spray of water carburated into intake manifold of an internal combustion engine will dampen the "ping" nearly as well as tetraethyl lead ("ethyl").

Plant to Keep Mosquitos Away! The castor bean plant. Seeds available from any nursery. Plant in pots within the house; replant outdoors. Decorative and they grow like weeds!

Non-Rust Anti-Freeze! Old motor oil thinned with kerosene.

Remove Coffee and Tea Stains! Glycerine. OR ethylene Glycol ("Prestone") OR Diethylene Glycol.

Tooth Powder! Equal parts table salt, borax and baking soda. Ask your dentist.

Break a Dog from Chasing Cars! Attach a stick to the dog's collar to strike at his knees when he runs.

Remove Water Marks from Table Tops! Dissolve paraffin shavings in olive or cooking oil. Rub one way only.

Develop Fingerprints! Place a small wad of cotton, saturated with tincture of iodine, in a glass tube; blow against suspected fingerprints, and they will appear.

Burn Out Carbon in a Motor! Disconnect windshield wiper tube from intake manifold. Substitute another tube leading to a container of hydrogen peroxide. Allow this to

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be drawn into idling motor. Excess oxygen will burn out the carbon deposits.

Remove Rust Stains from Fabrics! Equal parts alum and tartaric acid, or 10% solution hydrofluoric acid. Rinse!

Remove Chewing Gum from Rugs and Clothing! Turpentine is most effective. Next, Benzine or other hydrocarbon solvents.

Flowers Preserved Indefinitely! Collodion, thinned with ether. Or keep stems in vase of powdered silica gel.

Super Cleaning Cloth! Ounce of oxalic acid in gallon of water. Wring and dry the cloths.

Keep Grass from Growing Near Walks! Saturate the strip with used motor oil. Not new oil.

Make Steel and Iron Tools Rust-Proof! Boil in a solution of ferric phosphate or (better) benzoate of soda.

Nickel Plate Metal! Equal parts of double nickel salts and sal ammoniac dissolved in water. Heat to near boiling and immerse the metal to be nickered, with a scrap of aluminum or aluminum foil touching it. Rinse well in clear water.

Make Mimeograph Ink! Thin common printer's ink with kerosene to desired consistency.

Liquid Fire, Red, Green, etc.! Methanol (denatured alcohol) costs less than 65 cents a gallon. To make a "dip" or spray for fireplace logs, add about 1/4 teaspoonful strontium nitrate for RED fire, barium nitrate for brilliant GREEN flames, common table salt for YELLOW, copper sulfate (blue vitriol) for BLUE flames, and copper sulfide for PURPLE flames.

Candles Burn Twice as Long! Dip candles in liquid shellac. The candle wax will burn... not drip.

Camp Stove - Carry in Your Pocket! Fill a can with sand and saturate with gasoline, kerosene, alcohol, etc.

Mosquitos Won't Bite: Four parts glycerine, 4 parts alcohol, 1 part eucalyptus oil. Or make a solution of equal parts of isopropyl alcohol and methyl phthalate.

Appendicitis Attack! NEVER give a laxative. Assist victim to stand on head until doctor comes.

Common Substance to Ink Makes It Waterproof! Add ink to a bit of common glue and allow to dissolve completely.

Deodorize Gasoline! Add about 20 drops of sassafras oil to a gallon of gasoline or solvent.

A Drinker Will Dislike the Taste of Alcohol! A few drops of tincture of ipecac (a word which is sometimes known as ipecacuanha). Consult your pharmacist.

Green Lawn All Winter! In the autumn, scatter Italian rye (or equivalent) grass on the lawn.

Stagnant Water Made Safe to Drink! To a quart of water add about 10 drops tincture of iodine. Let stand.

Beauty Clay from Two Ingredients! Five tsp Fuller's Earth and 3 tsp. lemon juice.

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Or Bentonite (clay) and water.

Treatment for Pyorrhea! Chlorine laundry bleach, daily applied with toothpick and cotton "swab".

Make Glass Sparkle! Carbon Tetrachloride, retailed in drug stores as "Carbona".

Keeps Fleas Off Dogs! A little sage. Obtainable in any grocery store in "Seasonings" department.

Open Most Sinks and Drains! Pour in a little kerosene. Let stand overnight. Results not immediate.

Fruits and Flowers Grow Larger! A little iron sulfate (green copperas) in watering fluid. Infrequently.

Fabrics and Labels Adhere to Metal! Add a little glycerine or "Prestone" to the glue or moistening water.

Transparent Paint for Glass! Mix water colors with sodium silicate solution (waterglass).

Eyeglass Cleaner! Mix together 8 oz. ammonia and 32 oz. denatured alcohol.

Mosquito Remedy! Mix oil of citronella in a common vaseline and apply to exposed areas.

Liquid Hand Soap! Dissolve any good powdered soap in boiling water, add one part alcohol to each 4 parts solution. Odor may be added when cool.

Powdered Hand Soap! Put ordinary tri-sodium phosphate in sifter can or mix 7 oz. of same with 3 oz. of fine powdered soap.

Insect and Roach Exterminator! Mix the following: Borax, one pound; powdered sugar, 60 oz.; add one oz. cocoa powder and two oz. sodium fluoride. Mix well and sprinkle around places pests are known to frequent. Keep out of reach of children!

Hydrocotyle Asiatic Teas Are a Brain Food! Energizes and preserves the brain and body indefinitely. Noted for making geniuses.

Alopecia: Mullein Solutions Will Grow Hair on Bald Heads! Massage the head by taking two fingers of each hand, put on each side of the spinal cord above the hair line. Now rub up and down for two minutes. (This treatment alone has often given excellent results.) Afterwards apply the mullein and leave on. Garlic oil is also very effective to grow hair.

Dandruff: coconut oil is most effective for stubborn cases. Superfluous Hair: Use 20 vol. peroxide. This is not the ordinary peroxide but twice as strong. This will in time discourage hair growth.

Gray Hair! Massage sulphur well into the scalp once a week for a few weeks, and partake of sulphur foods whenever possible.

Liquor Cravings! Gold Thread mixed with Golden Seal in teas creates a violent distaste for alcoholic drinks. A few grains of epicae added to liquids nullifies all desire for liquors. Cigarette Habit: Before breakfast take 1/2 teaspoon each rochelle salts and cream of tartar; also chew ginseng root and swallow the juice.

Athletes! Use honey in copious amounts, and drink teas of Alfalfa for litheness, strength and swiftness.

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Arthritis! Take 2 tbsp. orange juice thoroughly mixed with 1 tbsp. codliver oil on an empty stomach just before bedtime at night after several hours have elapsed after the evening meal. Eat no food or drink, no liquid of any kind, for a number of hours after taking the oil. This lapse of time allows the stomach to empty and bile flow to subside. Then when the whole digestive system is resting, the oiled orange juice will pass into the bloodstream and is readily absorbed by the bone structure which comprise the malady. Many folks have tried this and have had no occurrence of arthritis since the after years of being partially crippled.

Influenza! Yarrow herb known as milfoil has been used with good results to stop hemorrhaging of the lungs. If the tea is taken freely at the beginning of a cold, mixed with elderberry blossoms and peppermint, and the patient remains in bed, it will break up a cold and flu within 24 hours. For a bad cold, take a teaspoonful of Arm & Hammer soda in a glass of cold water. If taken 15 minutes or so before a meal for 5 meals, it will banish a cold. If the stomach is empty, the soda passes on through it into the intestines and kills the acid forming there. The soda stops acid formation, which during a cold forms in the intestines, is absorbed into the blood and filters out through the membranes of the nose, throat, eyes and lungs. Cayenne and eyebright teas will dry up a cold quickly. Cream of tartar in a glass of water, one teaspoonful, will quickly banish fevers.

Colds! Refer to formula #47.

Fevers! Refer to formula #47.

Food Drink! Place one heaping tablespoon of malt (not chocolate) in a cup. Add 1/4 cup of milk. Mix until smooth, then add 1-1/2 cups of milk, 2 fresh eggs and 3 spoonfuls of honey. Now place in a quart jar and shake. Drink at once after mixing as the vitamins will escape within a few minutes after being mixed. Drink four times a day. This is equal to a full meal but one will gain or lose weight. Do not add sweetening of any kind.

Doubled Crops! To double your crops, lervuilinic acid dusted on or soaking seeds with acid increases the yield of oats, corn, beets, soybeans and cotton as much as 100%. Costs only \$3.00 per acre.

All Purpose Cleaner! Simply mix one ounce Trisodium Phosphate with one gallon of water; makes the whitest washings, an excellent cleaner for all surfaces; also car radiators, etc.

Corns! Cut a small piece of lemon rind with a little of the pulp and bind to corn. Deep-seated corns will no doubt take longer.

Facial! Scrub face and neck with soap in warm water, dry, spread milk of magnesia over face and neck. Relax until it dries thoroughly. Spread another layer of magnesia to dissolve the first layer, remove with a damp towel. Now heat some olive oil and apply; let this remain for five minutes; use ice cold witch hazel, which removes the excess oil, leaving skin fresh. This magically erases frown lines, re-awakens and preserves face and neck indefinitely. Use twice a week; after a few treatments you will be amazed at the transformation.

Magical Fish Bait Gets the Big Ones! Use oil of Rhodium, 1 ounce, mixed with 1/2 ounce of oil of anise. Put on bait.

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Never Fail to Get Your Deer! Take along a bottle of oil of anise and dab some of it on your cap, face, hands and coat collars. Do this at intervals throughout the day. Ones who do this never fail to get their deer every year. The anise kills the human scent. This is an odor that deer like and will attract them. When in thick growth simply give a loud shrill whistle. A good percentage of the time the deer's curiosity will get the best of his judgement, he stops, and you've got your deer.

Diabetes! The little-known secret is corn silk, soaked in water overnight and drunk twice a day, is said to vanish diabetes.

Lung Disorders! See #47.

All Purpose Cleaner! Mix 1 ounce TSP with one gallon of water. For cleaning rugs, woodwork, linoleums, porcelain, painted surfaces, glass, etc.

Wood Furniture Restorer! Mix 3 parts linseed oil with one part turpentine. Rub on furniture with woolen cloth, let dry, rub with a dry woolen cloth.

Falling Hair! Mix one part of oil of lemon to 10 parts water. Apply daily.

Deodorant and Moth Blocks! Mix together 3 parts colorome and 100 parts paradichlorbenzine. Melt and pour into molds.

Felt and Suede Cleaner! Carbon tetrachloride.

Eye Lotion! Dissolve 6 ounces sodium tetraborate into one gallon of water.

Silvering Compound! Mix together one part nitrate of silver with 3 parts cyanide of potassium; add water to make thick paste. Rub on copper, brass, etc., with cloth.

Auto Radiator Cleaner! Sodium bisulphate. Pour 12 ounces in radiator and run car for two hours. Drain and flush well.

Fly Killer! Dissolve 1-1/2 ounces formalin, 6 ounces sugar, and 100 ounces water.

Air Freshener! Mix 4 parts water soluble perfume oil in 124 parts plain water.

Valve Grinding Compound! Mix fine powdered pumice with petroleum jelly.

Poison Ivy Remedy! Two ounces potassium permanganate with 40 ounces water.

Bath Oil! Mix 98 parts sulfonated olive oil with 2 parts perfume oil.

Moth Paper! Melt together 4 parts naphthalene and 8 parts paraffin wax. Paint on paper while still warm.

Bed Bug Killer! Mix equal parts wood alcohol and creosote.

Aluminum Cleaner and Polish! Two ounces borax in 1 pint water.

Cuticle Remover! Thirty ounces potassium hydroxide, 5 gallons water, 100 ounces glycerine.

Soapless Oil Shampoo! Mix 100 parts sulfonated castor oil and 1 part perfume oil.

Toilet Bowl Cleaner! Potassium acid sulphate.

Concrete Cleaner! Dissolve 3 pounds metasilicate in 1 gallon hot water. Use with broom.

Type Cleaner! Mix half pint naphtha in 1 quart of carbon tetrachloride.

Auto Dry Cleaning Spray! Mix 1 pint paraffin oil and 1 quart cleaner's naphtha.

Nail Polish Remover! Mix 6 parts acetone with 4 parts ethyl acetate.

Brilliantine! Mix 99 parts light white mineral oil and 1 part perfume oil. Let stand

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48 hours, then filter.

Varnish for Maps! Add 2 ounces castor oil to 2 quarts collodion.

Fluid for Writing on Blueprints! Mix 12 ounces TSP in 1 gallon of water.

Almond Flavor! Mix 1 part oil of bitter almond to 49 parts sherry wine.

Banana Flavor! Mix 8 ounces banana flavor with 1 gallon of edible corn oil.

Hydraulic Brake Fluid! Mix equal parts castor oil and denatured alcohol.

Pine Oil Disinfectant! Mix 1 part rosoap and 6 parts pine oil.

Ribbon and Pad Ink! Mix glycerine and small amount of aniline black. Apply one drop on each inch of ribbon, rewind and let set for several days.

Silk Hosiery Saver! Mix 1 ounce powdered alum into a quart of water. Soak hosiery in solution 15 minutes and dry. Rinse in water several times and dry.

Meat Tenderizer! Mix 17 ounces papaya juice into 1 gallon of water. Sprinkle on meat, pound lightly, let stand 30 minutes.

Drain Pipe Cleaner! Sodium hydroxide.

Liquid Cement! Mix 1 gallon of waterglass with 2 quarts of water. Heat and gradually add 1 pound of shellac, stirring until completely dissolved. Use on cardboard, wood, crocker, glass, etc.

Cockroach Killer! Mix equal parts Plaster of Paris and oatmeal. Sprinkle on roach trails.

Itch Ointment! Mix thoroughly one part ointment of nitrate of mercury and 4 parts of balm oil.

Mosquito Repellent! Ethyl hexanediol sprinkled around breeding areas.

Writing Ink! Pulverize and mix 16 ounces nut gals with 7 ounces of gum arabic. Mix into 6 quarts of warm water. Keep in airtight bottles.

Plastic Wood! Mix powdered wood flour with enough acetone to make a stiff paste.

Sweet Pea Toilet Water! Dissolve 72 ounces of oil of sweet pea into 27 gallons of alcohol and add 11 gallons of water.

Face Powder! One part powdered French chalk and 3 parts talcum powder.

Astringent! Mix 2 ounces aquaresin G.M.C. in 1 gallon of water. Let stand overnight.

French Bubble Bath! Mix 4 parts snowflake crystals with 1 part virifoam-A. Add perfume oil to scent.

Wave Set! Soak 2 pounds gum jauri in 20 gallons of water overnight, dissolve, add perfume and color to suit.

Perfume Extract! Dissolve 1 part perfume oil in 10 parts alcohol. Allow to stand several days in tightly corked bottle, then filter.

Renew Auto Batteries! Dissolve 1 ounce epsom salts in warm water for each cell.

Spark Plug Cleaner! Use household ammonia.

Motor Oil Reclaimer! Boil 4 gallons used oil, add 1 pint silicate of soda and stir 10 to 15 minutes. Let settle 5 to 7 days.

Gun Oil! Clear mineral oil.

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NOTE: It should be remembered that any chemical can be very dangerous when used or handled improperly. For this reason, the seller of these formulas IS NOT responsible for any mishaps associated with these formulas. **THEY ARE SOLD AS INFORMATION ONLY!**

HOME BREW

You will need a 5-gallon crock, one quart of red top malt, 2 cakes of yeast, 5 pounds of sugar and 4 gallons of water.

First heat 2 gallons of water in the crock pot. Next stir in the malt and 5 pounds of sugar. When dissolved, cool down with other 2 gallons of water. Then add 2 cakes of yeast. Keep crock in warm place for 3 to 4 days - till foam settles - then bottle.

BEEF JERKY

5 lbs. or more of lean, long grain meat, flank steak, cut 1/4" x 1"

Liquid Smoke Lawry's Seasoned Salt Garlic Salt Table Salt Coarse Black Pepper Sugar

Generously apply liquid smoke with pastry brush on pieces laid out flat on large surface. Sprinkle on remaining ingredients generously but sugar sparingly. Marinate in covered bowl 8 hours. Place on oven rack flat and touching. Gas oven: have on pilot and oven light only. Electric: set at 100 to 125 degrees. Dry for 18 to 36 hours. Prop oven door open with knife.

How To Make And Use Herb Preparations

Making your own herbal concoctions for medicinal purposes is really not that difficult. And since the best herbal preparations are those made when the plants are fresh, the better off you are to grow your own herbs and make your own preparations.

But even the best plants can be ruined if you use the wrong kind of process in preparing your remedies. Your choice depends on the parts of the plant to be used, the form in which the remedy will be taken, and the desired result.

Remember that herbal remedies are not one-shot wonder cures. Their effectiveness is based largely on a gradual cure.

The following ways of preparing your fresh herbs are those most commonly used in herbal medicine. Always use an enamel or non-metallic pot.

Infusion - this is a beverage made like tea, combining boiled water with the plants and steeping it to extract the active ingredients. The normal amounts are about 1/2 to 1 ounce of the plant to one pint of boiled water. You should let the mixture steep for five to ten minutes, covered, and strain the infusion into a cup.

Cold Extract - preparing herbs with cold water preserves the most volatile ingredients, while extracting only minor amounts of mineral salts and bitter principles. Add about double the amount of plant material used for an infusion to cold water and let sit for about 8 to 12 hours, strain and drink.

Decoction - this method or preparation allows you to extract primarily the mineral salts and bitter principles rather than vitamins and volatile ingredients. Boil about half an ounces of plant parts per cup of water for up to 4 minutes. Steep the mixture with

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the cover on the pot for a few minutes.

Juice - chop and press fresh plant parts to make juice, then add a bit of water and press again. This is excellent for getting vitamins and minerals from the plant. Drink the juice right away for the best results.

Syrup - make a basic syrup to which you will add medicinal ingredients by boiling 3 pounds of raw, brown sugar in a pint of water until it reaches the right consistency.

Powder - grind your dried plant parts until you have a powder. The powder can be taken with water, milk, soup, or swallowed in gelatin capsules.

Ointment - quick method: combine well one part of your powdered remedy with four parts hot petroleum jelly or lard. For purists: Add the decoction of the desired herb to olive oil and simmer until the water has completely evaporated. Add beeswax as needed to get a firm consistency. A little gum benzoin or a drop of tincture of benzoin per ounce of fat will help preserve the ointment.

Essence - dissolve 1 ounce of the herb's essential oil in a pint of alcohol; this method preserves the volatile oils of many plants which are not water-soluble.

Poultice - to make a poultice, you just crush the medicinal parts of the plant to a pulpy mass and heat. Mix with a hot, sticky substance such as moist flour or corn meal. Apply the pasty mixture directly to the skin. Wrap a hot towel around and moisten the towel periodically. A poultice will draw impurities from the body.

Herb Bath - herbal baths include the use of various herbal additives to enhance the natural healing power of the water. They are baths to which plant decoctions or infusions have been added. There are full and partial herbal baths. For a full bath some of the medicinal plant parts should be sewn into a cloth bag and then boiled in a quart of water; the strained mixture is then added to the bath. Sometimes you can put the bag right into the tub for a more thorough extraction of the herbal properties.

The Secrets Of Mental Rejuvenation In 20-Minute Naps

Thomas Edison hardly slept at all, except in 20-minute naps. Mark Twain was noted for his insomnia, but was always dozing off at public functions. So what's the relationship or the secret between 40-winks of nap-time and a person's creativity?

Scientists have proven in recent years that the human body requires only as much sleep as the brain will allow it. In other words, so long as the brain is functioning at full capacity, there's no great requirement for sleep. The big thing is that the brain needs a rest every now and then, and apparently, the brain can refresh itself and go on "like with a full tank of gas" with just a short, 20-minute nap.

Regardless of all the relaxation techniques that are popular today, sleep is still the most refreshing and healthful relaxation of all to most people. Even so, the quick 40-winks between appointments or meetings can refresh and rejuvenate almost anyone as much as 8-hours of sleep.

Throughout history, busy, pressured men have all shared in the ability to take a break from whatever the problems of the moment were, in order to refresh themselves with a short nap. For problem solvers, troubleshooters, writers and/or other people doing creative or intellectual work, the benefits of a short 20-minute nap can be similar to a

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transfusion of blood plasma.

These short 20-minute naps for people who are really engrossed in their work, almost always provide a fresh burst of new ideas and energy. They tend to eliminate the need for caffeine boosts during the workday. And, they guarantee a reserve of energy so that the working day isn't followed by an evening in which he falls asleep on the couch watching TV or at a social event.

To take advantage of the mental rejuvenation benefits inherent in a 20-minute nap, all you need is an uninterrupted 20-minutes. If you're working in an office, take your phone off the hook or disconnect it from the wall plug. Hang a sign on your door and instruct your secretary that you're not to be disturbed for 20-minutes. A couch to lie down on would be fine, but if you've not got a couch handy, simply stretch out on the floor.

When you lie down to take a nap, you should loosen your shoes, your belt and your tie. Basically, it's best if you lie on your back and cross your arms across your chest.

You shouldn't concentrate on it, nor worry about falling asleep. First off, you'll be resting and that alone will give you the new energy you need. If your brain needs a rest as well, you'll soon fall asleep.

It's all right to think about specific business problems while you're still in the resting stage, but you must not allow yourself to get up and deal with them if answers come to you before your 20-minute nap period is up. As much as you can, you should try to direct your thoughts to nonwork ideas while you're resting. In other words, you might think about the things you intend to do when you get home from work.

You might mentally play a round of golf on your favorite course. Imagine watching your golf swing and correcting your problems. Besides relaxing you, these reveries provide the extra dividend of actually helping you to improve your own skills. Mental preparation accounts for a great deal of one's skill in sports, and this kind, which you accomplish while you're relaxing, can pay off in double dividends.

Learn to ignore whatever noises there are - just tell yourself that these are noises of the atmosphere and do not relate to you. See them as a part of your environment, and not as irritants.

To be sure that you wake up at the end of 20 minutes, set an alarm or tell your secretary to wake you at the end of your rest period. Once you've practiced settling down and resting for 20-minutes at a time, you'll be able to wake yourself just before the alarm goes off or your secretary rouses you.

Attempting to sleep for 30-minutes or even an hour, will leave you feeling groggy rather than refreshed. There is nothing wrong however, with taking several 20-minute naps at different intervals throughout an especially long or tiring workday. The important thing to remember is that you can gain new energy and new creativity by resting and napping when you feel low on energy or as if you're running out of ideas.

As you awaken from your nap, you should lie still for a minute or two - then stretch and breathe deeply - take your time in getting up - adjust your clothing and take a drink of water to get your system going again.

Then, return to work, starting with simple chores such as opening letters or organizing the work you have to do. Within just a few minutes you should feel full of energy

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and able to handle any problem as it comes up.

With practice you'll be able refresh and rejuvenate your entire mental system with a short 20-minute nap. The important thing is to recognize when you need one to handle the problems at hand, and then to avail yourself of them. Total relaxation, complete physical and mental rest, and then a whole new burst of energy and creativity as the result.

Give it a try for yourself and see if you aren't amazed at the results!

Eighty Uses For Old Newspaper

1. use as umbrella when caught in rain
2. protect carseats from muddy or wet clothing
3. spread over outdoor benches to protect clothing
4. put into loose shoes to tighten
5. stuff in leather shoes to preserve shape
6. stuff in wet shoes overnight to dry and deodorize
7. crumple and place in suitcase for couple of weeks to remove stale odors
8. use as mat when polishing shoes
9. stuff hats to keep their shape
10. stuff leather handbags in storage
11. wrap around candle bottoms so they'll fit holders tighter
12. store records between sheets
13. use as padding under a table cloth
14. cover store windows when remodeling
15. cover furniture when away on vacation
16. cover furniture when sanding or painting
17. spread on floor underneath rug when shampooing
18. dampen and spread over window-panes before painting
19. use to dry and polish window after washing
20. dampen a bit and use to clean typewriter keys
21. make a hat when painting
22. fold to make a sheath for a knife
23. place in closed windows to eliminate wind rattle
24. stuff under doors and in cracks to stop cold wind from coming in
25. use as a bounce reflector when taking flash photographs or use to reflect sunlight into shadow areas.
26. place a sheet in jar tops to tighten loose lids
27. make unusual lamp shades
28. make dress patterns
29. protect table when children are painting or gluing

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30. use as wallpaper for a doll house
31. make paper chains
32. make paper dolls
33. make paper mache handicrafts
34. make kites
35. make party hats
36. occupy children by letting them color and paint the cartoons
37. make a child's play tent
38. use to raise height of child at table
39. use as a stepstool
40. cut out articles and make a scrap book on a specific subject of interest to you.
41. emergency pot holder
42. use to remove heavy grease from oven
43. emergency dust pan
44. roll, secure in middle with elastic and fringe one end to use to get rid of cob-webs
45. start fires
46. use as a fan to make fires burn better
47. sharpen pencils by rubbing the point on newspaper
48. muffle a loud alarm clock
49. muffle the sound of a typewriter by using as a mat underneath
50. place under heavy objects on wooden tables
51. spread out between garden rows to discourage weeds
52. use to wrap green tomatoes to ripen
53. cover plants during a frost
54. use as a knee pad when gardening or scrubbing floors
55. roll and use as a funnel
56. roll and use as a torch
57. roll and use as a megaphone outdoors
58. use folded sheets as a fan to keep cool
59. use as sun shade at spectator events
60. use as a mat for wet darkroom photographs
61. shred and stuff in vases to help support fresh flowers
62. put under car wheels when stuck in snow, mud or sand
63. line storage boxes
64. line bottom of bird cage
65. line shelves
66. line waste baskets
67. line a pet's sleeping box

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68. swat flies with rolled up sheets
69. use to wipe paint brushes
70. use as mat for wet, muddy boots
71. shred and use for packing breakables
72. wrap and store Christmas tree ornaments
73. wrap around ice cream to keep frozen
74. roll around baby bottle to insulate
75. use as a blotter
76. put inside coat for emergency warmth
77. place on top of snow with bird feed on it
78. place on windshield to prevent icing
79. make a litter bag for your car
80. crumple (no colors) and place in plastic containers to eliminate odors.

Simple Directions For Using Herbs To Make Infusions, Decoctions And Ointments

It seems that many health conscious people these days are turning away from prescription drugs and turning to making their own medicines. Healing with herbs and other natural remedies is becoming popular and making your own medicines is quite an art.

Some popular methods of natural healing involve the use of making infusions, steeping to extract various properties, decoctions, the extraction of an essence by boiling and ointments.

Always remember when you are creating your own herbal remedies to use an enamel or nonmetal pot.

HERBAL TEAS

To make a cup of herbal tea, for drinking or as a face wash, boil 10 ounces of water. Prewarm your teapot, put in 1 tbsp. or less of dried herbs or a large pinch of fresh herbs and pour the boiling water over them. Add honey, if you like. cover and steep to taste, 3 to 5 minutes. Strain and drink.

INFUSIONS

To make an infusion, fill a teapot with one quart of boiling water. Then throw in a large handful of fresh herbs or an ounce or more of dried herbs. Add some honey, if desired, and let the mixture steep for ten to twenty minutes. Now strain and drink.

DECOCTIONS

Making a decoction involves boiling your mixture. It is usually made from the tougher parts of a plant, the roots, seeds or the bark. Put one ounce or more of the herb parts in a quart of water and cover the pot. Bring the mixture to a boil and simmer for about twenty minutes. Steep and strain the mixture. Drink or apply externally.

OINTMENTS

An ointment, unguent or salve is made by combining the decoction of a herb with

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olive oil and simmering it until the water has completely evaporated. A little beeswax is then added to get a firm consistency. Some gum benzoin or a drop of tincture of benzoin per ounce of fat will help preserve the ointment.

Ye Olde And New Collection Of Hints For Homemakers

HEALTH AND RELAXATION

Try a teaspoon of baking soda in a cup of warm water. Relax for ten minutes or until refreshed.

One tablespoon of baby oil in very warm bath water for smooth skin. Watch the wrinkles go.

Try a warm bath with feet propped up high for a relaxing twenty minutes.

Mix dry oatmeal and water into a paste and spread on face. Lie down and let it dry. Wash off with warm water. Excellent facial.

Cold Cream on eyelashes and brows keeps soap out of eyes while shampooing.

For that Bright Eyed look, place cucumber slices on eyelids while relaxing in a hot bath for ten minutes.

Remove gum from hair with nail polish remover, then shampoo.

Cornbread mix spread on face, let dry and wash off with warm water and see how clean your skin looks.

Another refresher... squeeze cotton pads out of ice water, place on eyelids and lie down, elevate feet.

To prevent hair pins from falling out, bend one prong in a "V" about halfway up and insert in hair. It will stay.

Clean your rings with toothpaste and old brush.

Artgum eraser will clean bone colored shoes.

To keep Cold Cream from spoiling and maintain its freshness, keep it in the refrigerator... and it's so cool.

Prevent wrinkled scarfs. Roll and place in toilet tissue cones.

Old lipstick tubes, thoroughly cleaned, are great for purse-sized pill boxes or for pins etc.

White shoe polish will keep a cast clean on broken bones.

Clip on earrings can be used for cuff links or scatter pins.

Cuticle remover will clear hands of nicotine stains.

Ice water and soap to remove ring from swollen finger.

Cut legs off old card table, to about ten inches high. This will make a good table for sick or bedridden folks.

Boil pine splinters and sip tea to stop hiccups of long duration.

Use a lazy susan at bedside to enable sick to reach more items.

Old socks worn over shoes on ice helps to prevent falls.

Tape on shoes helps prevent falls on highly waxed floors.

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Emergency Sinus Relief - swap white vinegar high up in the nostrils.

Recycle Your Own Paper - Use backs of unwanted advertising mail for scratch paper pads. Roll your newspapers into a tight roll until they are log size, tie with a wire and burn in the fireplace. It will burn like a log, but even longer. Shred all of your newspapers and junk mail and save in a large bag for use in packing materials and for making paper mache items by adding flour and water.

Save cans to freeze leftovers in.

Save plastic bags from bread for freezer use.

Save plastic milk containers, fill with water and freeze. Use in camper iceboxes or coolers. Also these can be used to freeze colored water or juices in for later use in a punch bowl.

Clean vinyl with liquid window cleaner.

Avoid tears when peeling onions, slice first, then slip the bands of skin off.

Use an egg slicer to slice apples or mushrooms.

Leftover pancake batter makes good fried onion rings. Separate and let soak in batter for fifteen minutes. Fry in hot oil.

Loose door knob? Put a drop of shellac in the screw hole, then tighten. It works.

To grow thyme - thyme will grow anywhere, but it prefers a dry, poor soil. If the ground is rich, the plant will become too luxuriant and lose its aromatic qualities.

Very strengthening drink - beat the yolk of a fresh egg with a little sugar, add a very little brandy, beat the white to a strong froth, stir it into the yolk, fill up the tumbler with fresh milk and grate in a little nutmeg.

How to preserve flowers and fruit - Fruit and flowers may be preserved from decay and fading by immersing them in a solution of gum arabic and water two or three times, waiting a sufficient time between each immersion to allow the gum to dry. This process covers the surface of the fruit with a thin coat of gum, which is entirely impervious to the air, thus preventing the decay of the fruit or flower. Roses thus preserved have all the beauty of freshly picked ones, though they have been separated from the parent stock many months.

Household cleaner formula: Soap powder - 2 oz.; soda ash - 3 oz.; trisodium phosphate - 40 oz.; finely ground silica - 55 oz. Mix well and put up in containers. Most of the above items can be purchased from drug stores or hardware and paint stores.

Household window cleaner formula: Castile soap - 2 oz.; water - 5 oz.; chalk - 4 oz.; french-chalk - 3 oz.; tripoli powder - 2 oz.; petroleum spirits - 5 oz. Mix well and pack in tight containers. Above ingredients can be purchased at local drug, hardware, paint, or nursery stores.

Fire Kindler Formula: Rosin or pitch - 10 oz.; sawdust - 10 or more oz. Melt, mix and cast in forms.

Paint Brush Cleaner - ammonia (household ammonia will do).

Sun Burn Lotion - Peanut oil (buy at grocery store).

Radiator Cleaner - Tri-sodium phosphate (buy at paint store).

Tree Wound Dressing - Lanolin (buy at drug store).

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Frosted Window Paint - super saturated solution of Epsom salts.

Mosquito Repellant - Oil of Pennyroyal, rub on skin (buy at drug store).

Furniture polish and cleaner - Vinegar.

Tile Cleaner - Deodorized kerosene (buy at an oil company).

Windshield Anti-fog - Glycerine (buy at drug store).

Label Cement - Egg white is an excellent label cement.

Cockroach Exterminator - Borax (buy at the grocery store).

Ground Mole Control Powder - Black pepper placed liberally in their runs.

Battery Anti-corrode - Vaseline.

Fire Extinguisher - Plain baking soda.

Nail Bleach - Hydrogen peroxide (buy at the drug store).

Type Cleaner - rubbing alcohol (buy at the drug store).

Wonder Car Product - Removes tar, paint, wax gum, etc. Benzol.

Cures Cigarette Habit - Take before breakfast 1/2 teaspoon each of Rochelle Salts and Cream of Tartar, also chew Ginseng root and swallow the juice.

For Great Beauty - drink a teaspoon of Figwort. This will banish every blemish from your skin as it cleanses the blood. Chamomile teas will give one a complexion to be proud of.

SEWING HINTS

Emergency ripped hem repair - use double faced sticky tape between hem and dress.

Bobbins, thread, and other sewing notions can be hung on a bulletin board with straight pins near your machine.

Cut buttons, zippers, snaps, hooks, and eyes from all old clothes and place near your sewing machine. Pin all the buttons that are alike together with a large safety pin. Saves a lot!

Cut the cost of making a round tablecloth by using the fringe from an old bed-spread.

To cover unremovable spots on children's clothes, iron transfers of animals, etc. over spots or paint with textile paints. Looks new!

To reline a jacket or coat, use the old lining for the pattern. Spray heavily with starch and press. Pin to the new material for a perfect pattern.

For a matched set of spread and drapes, buy two bedspreads and make a set of drapes from one.

For an attractive eyeglass case, fold a pot-holder and sew up one side and the end.

Worn out tops of little girls slips? Cut off at the waist and insert elastic for half-slip. Also good if she has grown too tall for it.

Use iron-on rug binding on men's trousers to prevent "waistband curing" of trouser tops. Great for the heavy-set men.

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CLOTHING HINTS

Footlets twisted twice in arch of foot prevents slipping off.

Use two rubber bands and three safety pins on sliding bra straps. Pin to each strap and in a "V" to center bra.

Use hair spray to stop runs in hose.

Clear nail polish will stop runs in hose and also makes good glue.

Use nylon net to brush lint off dark clothing.

Fold several pieces of tissue, pin through dress with tissues on back to prevent heavy brooch from sagging.

Felt markers are good to cover shoe scuffs.

Grease spots which have set, in washable fabrics, can often be removed by rubbing fresh grease on spot and washing immediately.

How To Get A Good Night's Sleep

Potions, Teas, Vitamins, Drinks, Massages And Herbal Baths Helpful In Inducing A Good Night's Sleep

1. A herbal bath can soothe your nerves and relieve insomnia. Boil 2 ounces of Balm leaves in water for a few minutes, then let steep for 20 minutes. Strain and add to your bath water. Your bath water should be warm, but not hot, as the latter could stimulate rather than soothe.

2. Make a tea out of one or several of the following herbs: Catnip, Cowslip, German Chamomile, Hops, Passion flower, Valerian, Balm, Linden and Melissa. Drink several times a day if possible.

3. Inositol, one of the B vitamins, as well as pantothenic acid, both help induce sleep. Try one or even both together. Inositol: 1 to 3 grams an hour before bedtime. Pantothenic Acid: 1/2 to 2 grams an hour before bedtime.

4. Tryptophan is a natural amino acid which induces sleep. Combined with calcium it can be even more effective. Try the following program:

(a) 3 tryptophan tablets half an hour before bedtime.

(b) 1 chelated calcium and magnesium tablet 3 times a day and 3 tablets half an hour before bedtime.

5. Turkey is an excellent source of tryptophan and milk of calcium; therefore, a turkey sandwich with a cup of warm milk at bedtime might cure your sleeplessness. A cheese sandwich would also help, as cheese (as well as milk) contains both tryptophan and calcium.

6. Make an effective sleeping potion:

(a) Combine 1 tbsp. tincture of Valerian (from a pharmacy), 1-1/2 tsp. of apple cider vinegar, 3 tbsp. of honey and 2 tbsp. of gin or vodka in a cup. Stir.

(b) Add 2 tbsp. or more of hot milk and stir again.

Drink this mixture warm or hot half an hour before bedtime. If you are not asleep within an hour, repeat the dose. Do not drink more than 2 doses in an evening.

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7. Massage the soles of your feet with mustard oil at bedtime.

Sixty Uses Of Salt

Although you may not realize it, simple table salt has a great number of uses other than simply seasoning your food. The following list will give you sixty uses of salt, many of which you probably didn't realize:

1. Soak stained hankies in salt water before washing.
2. Sprinkle salt on your shelves to keep ants away.
3. Soak fish in salt water before descaling; the scales will come off easier.
4. Put a few grains of rice in your salt shaker for easier pouring.
5. Add salt to green salads to prevent wilting.
6. Test the freshness of eggs in a cup of salt water; fresh eggs sink; bad ones float.
7. Add a little salt to your boiling water when cooking eggs; a cracked egg will stay in its shell this way.
8. A tiny pinch of salt with egg whites makes them beat up fluffier.
9. Soak wrinkled apples in a mildly salted water solution to perk them up.
10. Rub salt on your pancake griddle and your flapjacks won't stick.
11. Soak toothbrushes in salt water before you first use them; they will last longer.
12. Use salt to clean your discolored coffee pot.
13. Mix salt with turpentine to whiten your bathtub and toilet bowl.
14. Soak your nuts in salt brine overnight and they will crack out of their shells whole. Just tap the end of the shell with a hammer to break it open easily.
15. Boil clothespins in salt water before using them and they will last longer.
16. Clean brass, copper and pewter with paste made of salt and vinegar, thickened with flour
17. Add a little salt to the water your cut flowers will stand in for a longer life.
18. Pour a mound of salt on an ink spot on your carpet; let the salt soak up the stain.
19. Clean your iron by rubbing some salt on the damp cloth on the ironing surface.
20. Adding a little salt to the water when cooking foods in a double boiler will make the food cook faster.
21. Use a mixture of salt and lemon juice to clean piano keys.
22. To fill plaster holes in your walls, use equal parts of salt and starch, with just enough water to make a stiff putty.
23. Rinse a sore eye with a little salt water.
24. Mildly salted water makes an effective mouthwash. Use it hot for a sore throat gargle.
25. Dry salt sprinkled on your toothbrush makes a good tooth polisher.
26. Use salt for killing weeds in your lawn.

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27. Eliminate excess suds with a sprinkle of salt.
28. A dash of salt in warm milk makes a more relaxing beverage.
29. Before using new glasses, soak them in warm salty water for awhile.
30. A dash of salt enhances the taste of tea.
31. Salt improves the taste of cooking apples.
32. Soak your clothes line in salt water to prevent your clothes from freezing to the line; likewise, use salt in your final rinse to prevent the clothes from freezing.
33. Rub any wicker furniture you may have with salt water to prevent yellowing.
34. Freshen sponges by soaking them in salt water.
35. Add raw potatoes to stews and soups that are too salty.
36. Soak enamel pans in salt water overnight and boil salt water in them next day to remove burned-on stains.
37. Clean your greens in salt water for easier removal of dirt.
38. Gelatin sets more quickly when a dash of salt is added.
39. Fruits put in mildly salted water after peeling will not discolor.
40. Fabric colors hold fast in salty water wash.
41. Milk stays fresh longer when a little salt is added.
42. Use equal parts of salt and soda for brushing your teeth.
43. Sprinkle salt in your oven before scrubbing clean.
44. Soaked discolored glass in a salt and vinegar solution to remove stains.
45. Clean greasy pans with a paper towel and salt.
46. Salty water boils faster when cooking eggs.
47. Add a pinch of salt to whipping cream to make it whip more quickly.
48. Sprinkle salt in milk-scorched pans to remove odour.
49. A dash of salt improves the taste of coffee.
50. Boil mismatched hose in salty water and they will come out matched.
51. Salt and soda will sweeten the odor of your refrigerator.
52. Cover wine-stained fabric with salt; rinse in cool water later.
53. Remove offensive odors from stove with salt and cinnamon.
54. A pinch of salt improves the flavor of cocoa.
55. To remove grease stains in clothing, mix one part salt to four parts alcohol.
56. Salt and lemon juice removes mildew.
57. Sprinkle salt between sidewalk bricks where you don't want grass growing.
58. Polish your old kerosene lamp with salt for a brighter look.
59. Remove odors from sink drainpipes with a strong, hot solution of salt water.
60. If a pie bubbles over in your oven, put a handful of salt on top of the spilled juice. The mess won't smell and will bake into a dry, light crust which will wipe off easily when the oven has cooled.

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Fifty Useful Tips For Better Sleep

You can sleep without pills and still beat insomnia

The fifty following tips will help you to have a better night's sleep

1. Try to relax before bedtime; take a walk or read a newspaper; just do something which is not stressful.
2. Do your paperwork or other work-related activities early in the evening.
3. Make sure your bedroom is not noisy.
4. If your bedroom is noisy and you can't correct it, wear earplugs.
5. Think of places you fell asleep easily and try to copy those places; set your room up the same way.
6. Check the medicines you are taking to see that they aren't nervous system stimulants.
7. Make sure your bedroom is well-ventilated but not too cold.
8. Don't use too many or too few blankets.
9. Don't tuck your sheets in too tight at the bottom of the bed; your feet should feel free and unrestricted.
10. Your mattress should not sag.
11. Have a big enough bed for yourself; if you're 6'8", don't try sleeping in a single bed.
12. Your pyjamas or nightgown should be comfortable, not too tight.
13. Use a pillow that suits you, soft or firm, whichever you prefer; or not at all, if that's what you prefer.
14. If you like a soft light on while you sleep, have one on.
15. If you prefer to sleep in darkness make sure your blinds are thick.
16. Rise at the same time seven days a week, no matter what.
17. Do not linger in bed when you wake up; instead, get up right away and start moving on with your morning routine.
18. Avoid napping in the afternoon.
19. Do some sort of physical exercise each day which will tire you out.
20. Cut down on smoking and drinking alcohol at least two hours before bedtime.
21. Don't drink coffee or soft drinks containing caffeine after dinner.
22. If you like to watch TV before going to bed, keep it light; watch a comedy instead of a drama.
23. If you like to read before going to bed, keep it light. Read to a logical stopping point, so you won't lie awake wondering what's going to happen.
24. Don't socialize with friends with whom you are likely to argue in the evening. Nighttime arguments are like poison to an insomniac.
25. Establish a regular bedtime.
26. Avoid eating too much salt with your dinner and in any after-dinner snacks.
27. Try eating snacks high in calcium and protein before retiring; small amounts

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of cheese and nuts contain Tryptophan, an amino acid which promotes sleep.

28. Take bone meal tablets or some other form of calcium regularly after dinner.
29. Herbal teas such as camomile and valerian induce sleep.
30. Try a teaspoon of brewer's yeast and a tablespoon of molasses in a glass of milk.
31. Don't forget about a glass of warm milk before bed; it does work.
32. A teaspoon of honey in a cup of hot water is said to induce sleep.
33. Another old-fashioned remedy is to take two teaspoons of cider vinegar with two teaspoons honey in a glass of warm water.
34. Ask your spouse which sleeping position you sleep most soundly in; try to assume that position upon retiring.
35. Don't go for 8 hours of sleep; you may only need 4 to 6 hours.
36. Spend no more than 3 minutes thinking about the day's problems when you are in bed.
37. If you find it difficult to sleep with your spouse, try getting twin beds or separate bedrooms.
38. The optimum temperature for sleep is 60 to 64 degrees F.
39. Relax before bed in a warm bath.
40. Buy a humidifier to keep your room warm in the winter without drying out the air too much.
41. Add a tablespoon of dry mustard powder to your before-bed bath.
42. Add baking soda to the bath water.
43. Footbaths before bed help.
44. Before bed, listen to relaxing music.
45. When you are in bed, recall the happiest experiences of your life.
46. Ask someone to read aloud to you in bed before you go to sleep.
47. Lie on your back in bed and relax each muscle in your body.
48. Visualize various parts of your body relaxing.
49. Concentrate on doing some deep breathing as you lie in bed.
50. If all else fails, try counting sheep; it's an age-old cure and has helped many an insomniac get a good night's sleep.

Sixty Uses Of Baking Soda

Bicarbonate of soda or baking soda has many different uses in the household.

Although much more expensive products have been developed over the years to do the same jobs, baking soda can work for you just as well, if not better. Use it in the following ways:

1. To make your own baking powder, stir and sift together 2 parts of Cream of Tartar to 1 part baking soda and 1 part cornstarch.
2. Be sure to keep an extra box of baking soda by your stove in case of grease or

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electrical fire. Scatter the powder by the handful to safely put it out.

3. Keep a container of baking soda in your garage as well as in your car to put out a fire. It won't damage anything it touches.

4. Baking soda will also put out fires in clothing, fuel, wood, upholstery and rugs.

5. Clean vegetables and fruit with baking soda. Sprinkle in water, soak and rise the produce.

6. Wash garbage cans with baking soda.

7. Soak and wash diapers with baking soda.

8. Oil and grease - stained clothing washes out better with soda added to the washing water.

9. Clean your fridge and freezer with dry soda sprinkled on a damp cloth. Rinse with clear water.

10. Deodorize your fridge and freezer by putting in an open container of baking soda to absorb odors. Stir and turn over the soda from time to time. Replace every 2 months.

11. Soda absorbs kitty litter odors. Cover the bottom of the kitty box with 1 part soda; then add a layer of 3 parts kitty litter on top.

12. Always add 1/2 cup soda to your washing machine load.

13. Clean combs and brushes in a soda solution.

14. Wash food and drink containers with soda and water.

15. Wash marble-topped furniture with a solution of 3 tablespoons of soda in 1 quart of warm water. Let stand awhile, then rinse.

16. Clean formica counter tops with baking soda on a damp sponge.

17. Wash out thermos bottles and cooling containers with soda and water to get rid of stale smells.

18. To remove stubborn stains from marble, formica or plastic surfaces, scour with a paste of soda and water.

19. Wash glass or stainless steel coffee pots (but not aluminum) in a soda solution (3 tbsp. soda to 1 quart water).

20. Run you coffee maker through its cycle with a soda solution. Rinse.

21. Give baby bottles a good cleaning with soda and hot water.

22. Sprinkle soda on barbecue grills, let soak, then rinse off.

23. Sprinkle soda on greasy garage floor. Let stand, scrub and rinse.

24. Polish silverware with dry soda on a damp cloth. Rub, rinse and dry.

25. For silver pieces without raised patterns or cemented-on handles: place the silver on aluminum foil in an enamel pot. Add boiling water and 4 tbsp. baking soda. Let stand, rinse and dry.

26. Reduce odor buildup in your dishwasher by sprinkling some soda on the bottom.

27. Run your dishwasher through its cycle with soda in it instead of soap to give it a good cleaning.

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28. To remove burned-on food from a pan: let the pan soak in soda and water for 10 minutes before washing. Or scrub the pot with dry soda and a moist scouring pad.

29. For a badly-burned pan with a thick layer of burned-on food: pour a thick layer of soda directly onto the bottom of the pan, then sprinkle on just enough water so as to moisten the soda. Leave the pot overnight, then scrub it clean next day.

30. Rub stainless steel and chrome with a moist cloth and dry baking soda to shine it up. Rinse and dry. On stainless steel, scrub in the direction of the grain.

31. Clean plastic, porcelain and glass with dry soda on a damp cloth. Rinse and dry.

32. Remove that bad smell from ashtrays with soda and water.

33. Sprinkle a bit of dry soda in your ashtrays to prevent smoldering and reduce odor.

34. Clean your bathroom with dry soda on a moist sponge - sink, tub, tiles, shower stall, etc.

35. Keep your drains clean and free-flowing by putting 4 tablespoons of soda in them each week. Flush the soda down with hot water.

36. Soak your shower curtains in water and soda to clean them.

37. To remove strong odors from your hands, wet your hands and rub them hard with soda, then rinse.

38. Sprinkle baking soda on your wet toothbrush and brush your teeth and dentures with it.

39. Sprinkle soda in tennis shoes, socks, boots and slippers to eliminate odor.

40. Add 1/2 cups or more of baking soda to your bath water to soften your skin.

41. Putting 2 tbsp. of baking soda in your baby's bath water will help relieve diaper rash irritations.

42. Apply soda directly to insect bites, rashes and poison ivy to relieve discomfort. Make a paste with water.

43. Take a soda bath to relieve general skin irritations such as measles and chicken pox.

44. Take 1/2 teaspoon of baking soda in 1/2 glass of water to relieve acid indigestion or heartburn.

45. Gargle with 1/2 tsp. baking soda in 1/2 glass of water. Freshens and cleans your mouth.

46. Used as a mouthwash, baking soda will also relieve canker sore pain.

47. To relieve sunburn: use a paste of baking soda and water.

48. Bug bites: use a poultice of baking soda and vinegar.

49. Bee sting: use a poultice of baking soda and water.

50. Windburns: moisten some baking soda and apply directly.

51. Making Play Clay with baking soda: combine 1 1/4 cups water, 2 cups soda, 1 cup cornstarch.

52. Use soda as an underarm deodorant.

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53. If your baby spits up on his shirt after feeding, moisten a cloth, dip it in baking soda and dab at the dribbled shirt. The odor will go away.

54. When scalding a chicken, add 1 tsp. of soda to the boiling water. The feathers will come off easier and flesh will be clean and white.

55. Repel rain from windshield. Put gobs of baking soda on a dampened cloth and wipe windows inside and out.

56. Add to water to soak dried beans to make them more digestible.

57. Add to water to remove the "gamey" taste from wild game.

58. Use to sweeten sour dishcloths.

59. Use dry with a small brush to rub canvas handbags clean.

60. Use to remove melted plastic bread wrapper from toaster. Dampen cloth and make a mild abrasive with baking soda.

Sixty Uses Of Vinegar

1. Arthritis tonic and treatment; 2 spoonfuls of apple cider vinegar and honey in a glass of water several times daily.

2. Thirst-quenching drink: apple cider vinegar mixed with cold water.

3. Sagging cane chairs: sponge them with a hot solution of half vinegar and half water. Place the chairs out in the hot sun to dry.

4. Skin burns: apply ice cold vinegar right away for fast relief. Will prevent burn blisters.

5. Add a spoonful of vinegar to cooking water to make cauliflower white and clean.

6. Storing cheese: keep it fresh longer by wrapping it in a vinegar-soaked cloth and keeping it in a sealed container.

7. Remove stains from stainless steel and chrome with a vinegar-dampened cloth.

8. Rinse glasses and dishes in water and vinegar to remove spots and film.

9. Prevent grease buildup in your oven by frequently wiping it with vinegar.

10. Wipe jars of preserves and canned food with vinegar to prevent mold-producing bacteria.

11. To eliminate mildew, dust and odors, wipe down walls with vinegar-soaked cloth.

12. Clean windows with vinegar and water.

13. Hardened paint brushes: simmer in boiling vinegar and wash in hot soapy water.

14. Clean breadbox and food containers with vinegar-dampened cloth to keep fresh-smelling and clean.

15. Pour boiling vinegar down drains to unclog and clean them.

16. Clean fireplace bricks with undiluted vinegar.

17. An excellent all-purpose cleaner: vinegar mixed with salt. Cleans copper, bronze, brass, dishes, pots, pans, skillets, glasses, windows. Rinse well.

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18. Make your catsup and other condiments last long by adding vinegar.
19. To clear up respiratory congestion, inhale a vapor mist from steaming pot containing water and several spoonfuls of vinegar.
20. Apple cider vinegar and honey as a cure-all: use to prevent apathy, obesity, hay fever, asthma, rashes, food poisoning, heartburn, sore throat, bad eyesight, dandruff, brittle nails and bad breath.
21. When boiling eggs, add some vinegar to the water to prevent white from leaking out of a cracked egg.
22. When poaching eggs, add a teaspoon of vinegar to the water to prevent separation.
23. Weight loss: vinegar helps prevent fat from accumulating in the body.
24. Canned fish and shrimp: to give it a freshly caught taste, soak in a mixture of sherry and 2 tablespoons of vinegar.
25. Add a spoonful of vinegar when cooking fruit to improve the flavor.
26. Soak fish in vinegar and water before cooking for a tender, sweeter taste.
27. Add vinegar to boiling ham to improve flavor and cut salty taste.
28. Improve the flavor of desserts by adding a touch of vinegar.
29. Add vinegar to your deep fryer to eliminate a greasy taste.
30. Add a tablespoon of vinegar to fruit gelatin to hold it firm.
31. Steep your favorite herb in vinegar until you have a pleasing taste and aroma.
32. Use vinegar instead of lemon on fried and broiled foods.
33. To remove lime coating on your tea kettle; add vinegar to the water and let stand overnight.
34. To make a good liniment: beat 1 whole egg, add 1 cup vinegar and 1 cup turpentine. Blend.
35. Apply vinegar to chapped, cracked skin for quick healing.
36. Vinegar promotes skin health: rub on tired, sore or swollen areas.
37. Reduce mineral deposits in pipes, radiators, kettles and tanks by adding vinegar into the system.
38. Rub vinegar on the cut end of uncooked ham to prevent mold.
39. Clean jars with vinegar and water to remove odor.
40. Avoid cabbage odor by adding vinegar to the cooking water.
41. Skunk odor: remove from pets by rubbing fur with vinegar.
42. Paint adheres better to galvanized metal that has been wiped with vinegar.
43. Pets' drinking water: add vinegar to eliminate odor and encourage shiny fur.
44. For fluffy meringue: beat 3 egg whites with a teaspoon of vinegar.
45. Pie crust: add 1 tablespoon vinegar to your pastry recipe for an exceptional crust.
46. Half a teaspoon per quart of patching plaster allows you more time to work the plaster before it hardens.

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47. Prevent discoloration of peeled potatoes by adding a few drops of vinegar to water. They will keep fresh for days in fridge.

48. Poultry water: add vinegar to increase egg production and to produce tender meat.

49. Preserve peppers: put freshly picked peppers in a sterilized jar and finish filling with boiling vinegar.

50. Olives and pimentos will keep indefinitely if covered with vinegar and refrigerated.

51. Add 1 tsp. vinegar to cooking water for fluffier rice.

52. Add vinegar to laundry rinse water: removes all soap and prevents yellowing.

53. After shampoo hair rinse: 1 ounce apple cider vinegar in 1 quart of distilled water.

54. For a shiny crust on homemade bread and rolls: just before they have finished baking, take them out, brush crusts with vinegar, return to oven to finish baking.

55. Homemade sour cream: blend together 1 cup cottage cheese, 1/4 cup skim milk and 1 tsp. vinegar.

56. Boil vinegar and water in pots to remove stains.

57. Remove berry stains from hands with vinegar.

58. Prevent sugaring by mixing a drop of vinegar in the cake icing.

59. Cold vinegar relieves sunburn.

60. When boiling meat, add a spoonful of vinegar to the water to make it more tender.

Bonus:

61. Marinate tough meat in vinegar overnight to tenderize.

62. A strength tonic: combine raw eggs, vinegar and black pepper. Blend well.

63. Douche: 2 to 4 ounces of vinegar in 2 quarts of warm water.

How To Get Free Rent

You can get free rent through one of three methods:

1) Manage an apartment. 2) As a building caretaker. 3) House-sitting.

Opportunities to get free rent by all three of these methods may be found simply by checking the classified advertising section of newspapers in the area you wish to live in. Most of the opportunities will be listed under "Help Wanted". Managing apartments consists of collecting rents, showing vacancies, making minor repairs such as leaky faucets, replacing light bulbs - and taking care of the grounds. Some units even pay a small salary - depending on the size of the complex. In a very large complex there is usually a separate maintenance man and/or caretaker. The manager only handles rent collecting and showing the vacant units.

These positions normally pay only a token salary along with free rent.

House-sitting is much more attractive to the average person. The only drawback

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is that most opportunities are for short terms, 3 months to a year. However, if you only want to locate to an area for a short period of time, this is the way to do it and live rent-free. Many people would rather have someone occupy their home during their absence than have it sit empty. You would be expected to maintain the premises and treat it "better" than as if it were your own. For more insight into the business of apartment managing, write to: APARTMENT MANAGER NEWS, 65 CHERRY AVE., WATERTOWN, CT 06795, for a copy of their publication.

How to Earn Money at Home in your Spare Time

For a comprehensive list of some of the best ways to earn money at home, read the "Home Income Guide". For information on how to get the latest edition, send a self-addressed stamped envelope to: Home Incomes - Dept. HIGR-30R, Box 6466, San Francisco, Ca 94101.

Also, check the ads in some of the "Income Opportunity" publications. For a free sample copy of one of the best, write to: OPPORTUNITY Magazines, 6 N Michigan Ave. - Ste. 1405, Chicago, Il 60602.

How to Turn Junk, Trash & Discards into Cash

Some Americans have finally come to the realization that we cannot continue being as wasteful now as we have been in the past. As our resources dwindle, many items are now being recycled. This can mean extra money for you!

As forests vanish (America's "paper habit" destroys over 2,000,000 trees a day!), there is a growing need to recycle paper products. You can save and sell old newspapers, magazines, corrugated cardboard, computer paper, etc.

Glass bottles and metals are also being reused. Industry needs aluminum (cans, TV dinner trays, foil etc.), lead, copper, brass, iron, steel, stainless steel, bi-metal cans, insulated electric wire, etc., etc.

For the simplest way to dispose of these materials, look in your yellow pages under the following categories: "Recycling Centers", "Junk Dealers", "Scrap Metals" and "Waste Paper".

Unwanted clothing and household items and other discards can be sold at garage sales, neighborhood yard sales, flea markets, church benefits, etc. Or, you can donate these items to local charities (see "Thrift Shops" in your yellow pages), and then declare them on your income tax as a "tax deductible donation". Don't throw things into the garbage can. Somebody can probably use them.

Do You Believe In Magic?

Do you still believe in magic? Do you think you can pay \$24.95 for a mail order program and make \$5,000 within 30 days? Do you think you can open a business today and quit your job in 2 weeks? Do you think you can advertise a 1" ad to 1,000 and expect 800 orders?

It's sad that our push-button, do-everything-for-you-society has taken away our

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ability to climb to the top of the hill. Those of us who do have the stamina have to try twice as hard to “prove” we are not those other types of people.

Let’s all stop pretending we’re in business and start learning how to make it grow into a thriving, honest and reputable company. It is sometimes hard to be completely honest in everything we do. We could tell a “little white lie” and get that \$120 bucks we so desperately need right now. Oh, what we have to give up to be honest.

I never lived in the 1800’s but I have studied their life-styles quiet extensively. Back then _ people were not afraid of hard work. In fact, it never entered their minds to be lazy. If someone in the community was lazy, they were considered abnormal and were given a bad name. Even as late as the 1940’s, a man that didn’t work to support his family was considered to be piece of “trash.”

But in the 1990’s it seems that the man who doesn’t work, lives on welfare and sponges off his wife who works two jobs to make ends meet is considered “cool.” The State agencies spent millions of dollars trying to motive him to go out and find a job and work like he is supposed to.

Employers sometimes contribute to the madness also. Since hard working people are considered “strange” and “indifferent” in today’s society, an employer will take a hard worker and pile all the work on them that other people should be sharing in doing. It sometimes feels like hard working people are fighting a losing battle.

But getting something for nothing is NEVER rewarding. Sure _ you can cheat the welfare system and get free benefits for awhile, but pretty soon they will track you down. Sure _ you can sit on the couch and watch television while your spouse goes out and works 2 jobs, but you’ll never have any true financial rewards in life. Sure _ you can work 8 hours and spend 6 hours on coffee breaks just to get a paycheck every Friday, but you’ll be the first to go when a layoff is administered. Sure _ you can forge credit cards, set up scams, write bad checks and steal innocent people’s money, but you won’t get anywhere. You only are taking care of your needs at the present time _ never building security, pride and respect for yourself.

But hard work pays off. The rewards are not immediate like they would be if you robbed a bank tonight, but you WILL make lots more money and benefit yourself in the long-haul. Money is NOT everything. Money cannot buy respect and love. A poor person running a business, who is honest has peace of mind. A person who works hard and long hours to give their customers high-quality receives repeat orders.

And when word gets around that you’re honest and trustworthy - people start noticing you and telling others about you. Respect is much more important than money because of the repeat rewards it brings you. For instance - when you think of Howard Hughes you don’t think of him with respect. Even though he had billions of dollars, does anybody really care now? But think about Martin Luther King or Thomas Edison. Think about some heros you know.

Does it matter to you how much money they had? Don’t you remember them for the hard work and great things they accomplished? Isn’t contributing to society and the betterment of mankind much more valuable than the money you have in your bank account?

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Take pride in yourself. Hold your head up and do an honest day's work. Yes - being honest has great rewards.

How And Where To Meet Eligible Men

So you're a woman looking for a man... First off, you have to "know" what kind of man you're looking for, and then go wherever it is you'll most likely find that kind of man...

What kind of man are you looking for? It's a new world we live in, and believe it or not, you can find whatever kind of man it is you want! If you're looking for a husband, a meal ticket, a sugar-daddy, a lover, a father, or a companion - there's a man out there for you. The problem is, of course, to find the man that has enough of "all the things you want in a man" to satisfy you.

There are lots of eligible men available, and with just a little bit of intelligence, there's no honest reason why any woman wanting a man cannot find the man of her choice. The thing is, as mentioned already - you've got to know what kind of man you want, and where you'll most likely find him - and then, reach for him.

Men are just like women - they want a woman they can belong to, and call their own. People have to interact with other people in order to maintain a healthy equilibrium; and men have to interact with women on a personal basis in order to go on living. These are undeniable facts relative to the nature of human beings.

Most men have the same kind of shyness, inhibitions, and fears of rejection that women have - the only difference being that the male of our species has been trying to cope with these feelings in regards to meeting women, a lot longer than women have in regard to meeting men. But it's a new world - there's a lot more women out looking for men - and a lot of men seem to be caught up in their own problems, and unaware of the eligible women around that might like to become acquainted with them. Thus, it's now necessary for a woman to make the first move when she spots a man that interests her and he doesn't make that first move.

What we're saying is simply this: Nowadays, whenever and wherever you spot a man that you'd like to get to know, and for whatever reasons, he doesn't seem to notice you, for sure, you should make that first move towards becoming acquainted. Say you're at a dance and you spot a man that interests you, by all means don't be hesitant to walk over and ask him if he'd like to dance with you. Or should you be having coffee somewhere and you spot a special man, simply tell him that you don't like being alone and would he like to join you.

Really, there's honestly nothing out-of-line or brazen about spotting a man that interests you, walking up to him, and telling him you find him appealing enough that you'd like to find out more about him. Most men will be flattered by your attentions, and if they are the kind of man you "sized" them up to be, they'll appreciate your breaking the ice for them. One other thing to understand - women are almost always "looking for" men while most men are where they are, doing what they are doing, for any one of a million different reasons.

In essence, you meet eligible men by frequenting the places you're most-likely to

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find the kind of man you want to meet. You have to make yourself available. Then too, if you spot a man you think might be one that you'd like to get to know better and he doesn't make the first move towards the two of you becoming acquainted, you should make that first move.

It's as simple as that. In most instances, the same fear and shyness - maybe even embarrassment - you're feeling, is haunting the man, and unless one of you makes that first move, another opportunity will have slipped through your fingers. Don't be afraid to walk right up to a man and tell him: You look as though you're all alone - do you want to talk for a minute or two...

We know of some women looking for men, perhaps because of an inability to just walk up to a man and start talking or maybe just because they have a flair for innovative approaches to the idea, have had business cards printed up, and hand them out to the men they see that look interesting to them. The wording on the one that most appealed to us was as follows: Hello there... Please forgive my intrusion, but you strike me as someone I should know. My name is Mary Anderson, and if you've got a spare minute or two, you might give me a call at 123-4567...

You've got to have it firmly in your mind, the kind of man you want to meet. Then you've got to make yourself available in the kind of places that kind of man is most-likely to frequent.

Most assuredly, when you search for such a man, you should look, dress, and act according to what you feel will most appeal to that type of man. All men notice a woman who looks good, so you should do whatever is necessary to bring out your best features - a little makeup in the right places, a new hairstyle, a few figure-flattering clothes - and the kind of conduct that you feel will appeal to your kind of man.

Now then, the easiest and surest way of meeting eligible men is through the social activities of your local "singles" club such as Parents Without Partners, Singles International, and Servetus. Most such groups sponsor regular dances, dinner parties, rap sessions, and any number of other activities designed to bring divorced and/or single people together.

Lonely Hearts Correspondence Clubs are okay, but then.. meeting someone via correspondence, and learning to love them as result of what they write in their letters to you, is sometimes disappointing and a hard situation to get out of when you finally do meet them face-to-face.

Most of the Date-A-Mate services are okay, particularly those that employ video tape interviews, but the prices you pay for their introductions are beyond reason. Generally, the success rate of these services - that of matching you with a man that you end marrying, and staying married to him - is less than 10-percent. Some of them are just glorified "dating or escort" services.

Attending church in search of an eligible man sometimes works out, especially if the church sponsors dances, parties and group outings. However, there's not as many eligible men going to church in search of eligible women these days as there used to be.

If you have an outgoing personality and enjoy the whole scene, you can generally find lots of eligible men in the bars and taverns. The thing is, you have to "find" the bars

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or taverns that are frequented by the age group and kind of men that meet your needs.

You'll find a lot of "more financially secure" men in the better "motor inn" and hotel bars. About all you have to do is drop by and join in all the action when there's a convention or gathering of people from out of town in one of these places. It's then that you'll find many of the "local eligibles" out on the town, plus of course a lot of men from out of town who are looking for women. In this kind of situation, most of the man will make the first move and once you become acquainted, they won't be in any big hurry to make any real commitments.

To find the action - where there's sure to be lots of eligible men - look in your local newspaper... Look for advertisements announcing square dances, neighborhood picnics, travel tours, and of course, festivals or similar special events. When you go to one of these activities, you've got to mingle with the people there, keep your eyes open for a man that may be the one you're looking for, and then - do your thing to become acquainted with him. Once you spot a man you'd like to become acquainted with, it's basically all up to you whether you do or don't.

Another one of the surest places of meeting eligible men is in the evening classes at your local colleges. If you're not familiar with their services, just give the college office a call and ask them to put you on their mailing list for bulletins and notices of upcoming classes being offered.

Most colleges are now offering any number of seminars, classes and even short courses designed to help people rebuilding their lives after a divorce. These classes are always well-attended, and those that attend are eligible. One of the best ways of meeting new friends while improving yourself.

Finally, and by all means, enlist the help of your friend and co-workers in helping you to meet new men. Tell them you'll be happy to come to their parties if they'll invite some of the eligible men they or their friends know. And then, you should have few parties, invite your friends and ask them to bring along or invite some of their unattached male friends.

Work is generally an easy place to become acquainted with eligible men, but there are any number of risks involved - such as those that are already married. The important thing is to make your self available - know what kind of man you want - and then do what is necessary to meet him.

How And Where To Meet Eligible Women

A lot of guys will undoubtedly dispute this, but really - there are more eligible women running around loose today than there are men! In fact, all you've got to do to prove it to yourself is to take a look at the latest census figures relative to the number of men versus women in this country.

We're talking about unmarried women between the ages of 18 and 60... Believe it! There are more women than men available! In other words, there's at least one woman for every man that's looking for a woman.

It's a part of human nature for people to want to belong to someone of the opposite sex, and to have someone of the opposite sex they even think of as belonging to them.

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The human equilibrium cannot operate for long without inner-action with other people, and for total health/adjustment in the world we live in, not without inner-action with someone of the opposite sex.

Perhaps because of the “women’s liberation movement”, the recent recessions and high unemployment problems, the way the current generation was brought up expecting everything all at once, the increasing dependence upon drugs to give us pep or sooth our nerves, and at least a dozen other reasons - the number of women ending their marriages with divorce are out of hand... Indeed, the latest figures on the number of divorces filed within the past six months show that one out of every two marriages are falling apart!

This is putting a lot of women in the marketplace, all of them looking for men. They may claim that they “hate” men and that they don’t care if they ever see, talk to, or associate with men again - but that’s all “madness” relative to their divorces. At the bottom line, every woman that has ever walked the face of this old earth has or does want a man to call her own!

So, if you’re a man and you’re out looking for a woman. - One of the first things you should get straight in your own mind is what do you want a woman for, how long do you want her, and from there, what kind of woman will it take to satisfy your needs. Your needs will vary with your moods, your financial situation, and your own lifestyle or mental adjustment to the world around you.

Thus, when you meet an eligible woman that you think can satisfy your needs, it would behoove you first to do a little bit “analytical reading” pertaining to her needs for a man. The more you can “find out” what she’s looking for, and satisfy her needs, the easier it’ll be for you to pick one that can satisfy your needs.

In other words, if she’s on a “heavy duty trip” into women’s lib, and you want someone to move in with you to wash the dishes and make your bed, you’re liable to be wasting your time even attempting to talk to this woman. On the other hand, if she’s just recovering from a divorce and seems to be trying to prove to the world that she’s the sexiest and best lover to come down the pike in a month of Sundays, and you’re out looking for a one night stand, then this is probably the woman you should be trying to pick up on.

What we’re advocating and advising is simply this: The more, and faster you can “read” what a woman is looking for, the faster and easier it’s going to be for you to meet the kinds of women you’re looking for... For sure though, it’s up to you to converse and/or appeal to any woman’s wants if you want to make any headway with her.

About meeting women, introducing yourself and becoming acquainted... You’ve got to understand, and believe it for a fact, that in this day and age, most women are almost always looking for an eligible man...

Thus, when you see a woman that appeals to you at the bus stop, don’t be afraid to say hello to her and attempt to strike up some sort of conversation. Women very rarely bite, and in these times, women are not prone to put a man down for being friendly. If you’re looking for a woman, you’ve got to notice them anywhere and wherever you see them - and then, open your mouth - let them know that you’d like to get to know them!

NEVER GIVE UP!

The easiest and surest way of meeting eligible women is through the social activities of your local "singles" clubs, such as Parents Without Partners, Singles International, and Servetus. Most such groups sponsor regular dances, dinner parties, rap sessions, and any number of other activities designed to bring divorced and/or single people together.

Lonely Hearts Correspondence Clubs are okay, but in many of them you'll find the memberships inundated by women trying to sell you something or with some sort of designs to deal you out of your money. Then too, meeting someone via correspondence - learning to love them as a result of what they write in their letters to you - is sometimes disappointing and a hard situation to get out of, when you finally do meet in person.

Most of the Date-A-Mate services are okay, particularly those that employ video tape interviews, but the prices you pay for their introductions are outlandish. Generally, the success rate of these services - that of matching you with a woman that you end up marrying, and staying married to her - is less than 10-percent. Some of them are just glorified "dating or escort" services.

Attending church in search of an eligible woman sometimes works out - especially if the church sponsors dances, parties and group outings - but in many instances, you'll find that these churchgoing singles are either religious fanatics or neurotics.

The religious fanatic is a woman to run away from, as far as and as fast as you can, unless you're on a heavy duty religious trip yourself. As for the neurotics, they're generally hung-up with guilt, anger, or martyrdom from previous experiences with men.

With a "swinging" personality, you can generally score well in the bars and taverns. The thing is, you have to "find" the bars or taverns that are frequented by the age group and kind of women that meet your needs.

You'll find that the "higher class" women frequent the "motor inn" and hotel bars. About all you have to do is drop by and join in all the action when there's a convention or gathering of people from out of town in one of these places. It's then that you'll find many of the "local eligibles" out on the town, plus of course a lot of women from out of town who are looking for men. In this kind of situation, most of the women are easy to pick up on, and most of them are in no big hurry to make any real commitments.

To find the action - where there's sure to be lots of eligible women looking for men - look in your local paper... Look for advertisements announcing square dances, neighborhood picnics, travel tours, and of course, festivals or similar special events. When you go to one of these activities, you've got to mingle with people there - keep your eyes open for a woman that may be the one you're looking for - and then, do your thing to become acquainted with her. Remember, once you spot a woman you'd like to get to know, it's all up to you whether you become acquainted or let her slip through your fingers.

Another one of the surest places of meeting eligible women is the evening classes at your local colleges. If you're not familiar with their services, just give the college office a call and ask them to put you on their mailing list for bulletins and notices of upcoming classes being offered. Most colleges are now offering any number of seminars, classes and even short courses designed to help people rebuilding their lives after a divorce.

NEVER GIVE UP!

These sessions are almost always “filled to capacity” with the majority of those attending, recently divorced women! By the same token, for whatever reason, most divorced women return to college to either finish their education or to take some special course that will give them some sort of edge in finding work. Check it out for yourself - it’s almost a phenomena the way divorced women are flocking back to college.

Finally, and if you have the time for it, you’ll find an unlimited supply of eligible women in the cafeterias of just about any large office building, particularly government office buildings. What you do is drop in and have lunch - become a regular - look the scene over and “reach out” for one that appeals to you.

Remember, spotting a woman you’d like to have is no big deal -The important thing is forget your shyness, inhibitions, and fears of rejections - Just walk right up to her and say something like: Hello, I think I’d like to get to know you -could we talk for a minute or too?

Try it! You’ll be pleasantly surprised with the results! After all, the women are wanting to meet you just as badly as you want to meet them!

A Short Memory Course!

HOW TO REMEMBER NAMES

You just called the TV repair shop and the voice on the other end of the line tells you “this is Don Smith”. About 5 minutes later you tell your wife that “this guy” will be out to fix the TV in the morning. You can’t think of his name although you know he mentioned it on the phone.

This happens all the time to just about any of us unless we have learned to concentrate and implant the name in our memory right at the time we hear it. To do this you first must make a habit of repeating the name back to the person. This action will remind you to store the name in your “Memory banks” each time you hear someone’s name, and, within a matter of a short time the “repeating” process can be discontinued.

When you meet someone in person use the same procedure, and in addition, visualize something different, unusual from the ordinary, or “ridiculous” about their appearance, position, or actions that “ties in” with their name. You may have to put the descriptive information on one side of a card or piece of paper and the name on the other side for a while until it is imbedded in your memory permanently. Look at it repeatedly, see the “picture” in your mind’s eye as you look at the name, or when you see the name visualize the “picture” you have assigned to the name.

Getting this system to work will require certain changes in your thinking and it may take several days or several weeks to become proficient. After all, you have developed a “bad Habit” over a period of many years and it is difficult to turn it around overnight.

This method also works with anything else work remembering, not just names. When you have occasion to remember something, jot it down and incorporate it into your list . . . No complicated formula . . . Just a system that works with a little concentration.

HOW TO REMEMBER ANYTHING!

NEVER GIVE UP!

As mentioned above a person may train their memory by associating names with specific illustrations. This works just as well with written information.

There are several key words or a key thought in each paragraph of printed matter that can be associated with an illogical or ridiculous illustration. It is much easier to remember and recall ridiculous associations than it is to recall normal and uneventful relationships.

As you proceed through any text choose one or several Key words or key thoughts from each subject and relate the same to a ridiculous cartoon or illustration. Actually “see” it in your minds eye as it relates to the key word or key thought.

When you have occasion to remember a particular matter, the “picture” should automatically appear to you and the entire thought should be recalled. Be sure to SEE the ridiculous picture associated with the printed matter you wish to recall.

As you proceed through a book, practice seeing a picture and relate it to the key words or the main thought of the written material. This method of learning should improve your ability to retain what you read. With sufficient “practice” using this method, many individuals will be able to develop a “photo-Type” memory.

The Key to this memory system is to “see” the “picture” in your “mind’s eye”. After you have practiced and mastered the system and are able to get instant flashback recall you should be able to read most any text material and visualize ridiculous pictures to associate with the thoughts expressed in the printed materials.

We suggest you prove this system to yourself. As you read the first several pages of information, “see” a picture related to the words or thought. It may be rather difficult to “see” at first but by constant effort and concentration amazing progress can be made. When you have seen the picture, just go on reading the following subject matter and repeat the process. Don’t be concerned that you will forget the prior subjects! They should remain imprinted on your mind and recalled later, instantaneously and clearly.

After you have read several pages, recall the first few “mind-pictures”. If you originally “saw” the picture as related to the key thought of the printed material, you should remember the basic information.

Try it! It’s interesting! After you have mastered this learning system, it should be easy to file various programs away in your memory and recall them as needed to progress in your search for success.

MEMORY AND PUBLIC SPEAKING TIPS!

The same system mentioned on the previous page may be used to memorize a speech by linking a series of thoughts to a series of ridiculous pictures in sequence.

Proper preparation of your speech is half the battle. Know your subject thoroughly then make an outline for the introduction, main body and conclusion. Start your speech with something to startle your audience into complete attention such as a weird statement or funny happening.

In presenting the main body of your speech get the confidence of your audience by letting them know you know your subject very well. Get your points across without argument.

NEVER GIVE UP!

In making your conclusion you can briefly sum up what you have just stated then end with a big bang; recommending action your audience should take or suggesting they change their viewpoint on the subject etc.; finalize with a joke that fits the circumstances, or powerful word pictures they will remember after they leave the meeting.

Make your outline in large print with plenty of space between lines so you will be able to look up without losing your place on the sheets. Rely on your memory for the most important points, including the opening and closing lines.

Practice your speech with a tape recorder and in front of a mirror before the meeting. Work out any apparent speaking problems or things that don't sound just right. Know what you are going to do with your hands and determine the better body movements to go with your personality. Continually make eye contact back and forth across the room.

Take time to think before answering questions. If you don't have the answer, ask another question, refer it to someone else better qualified to answer, answer in general terms, or change the subject (like politicians do) complementing the person asking the "impossible" question, or by telling a "clean" joke.

NEVER GIVE UP!